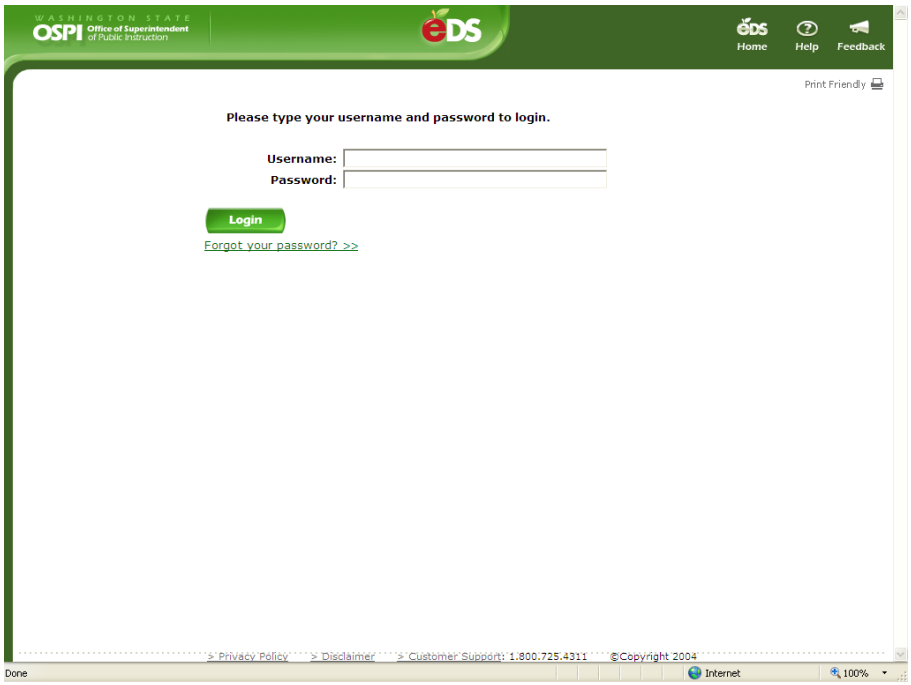
F-200 Training Manual

Last Updated
June 10, 2009

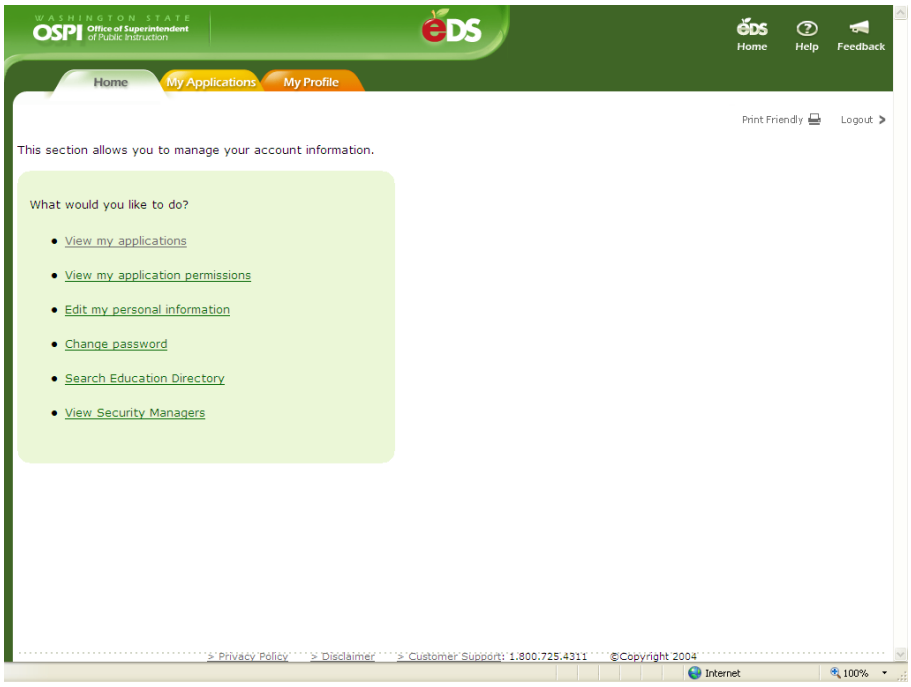
Logging Into SAFS (All Users)

1. Go to the EDS Login screen and type in your user name and password then click Login.

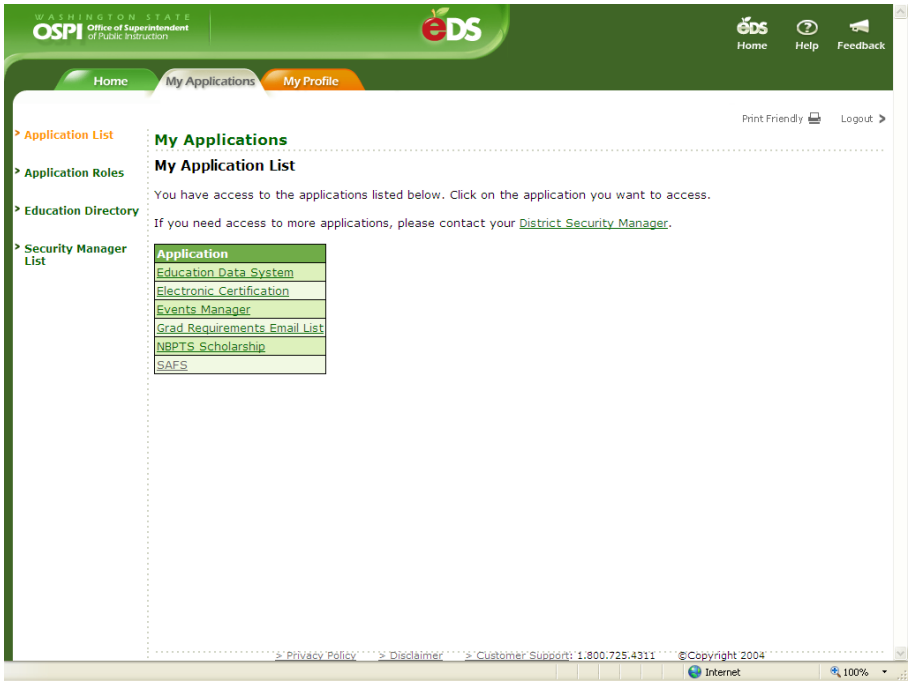
   Note: The URL to use is: https://eds.ospi.k12.wa.us/Login.aspx



2. From the EDS Home page click on the tab for My Applications.

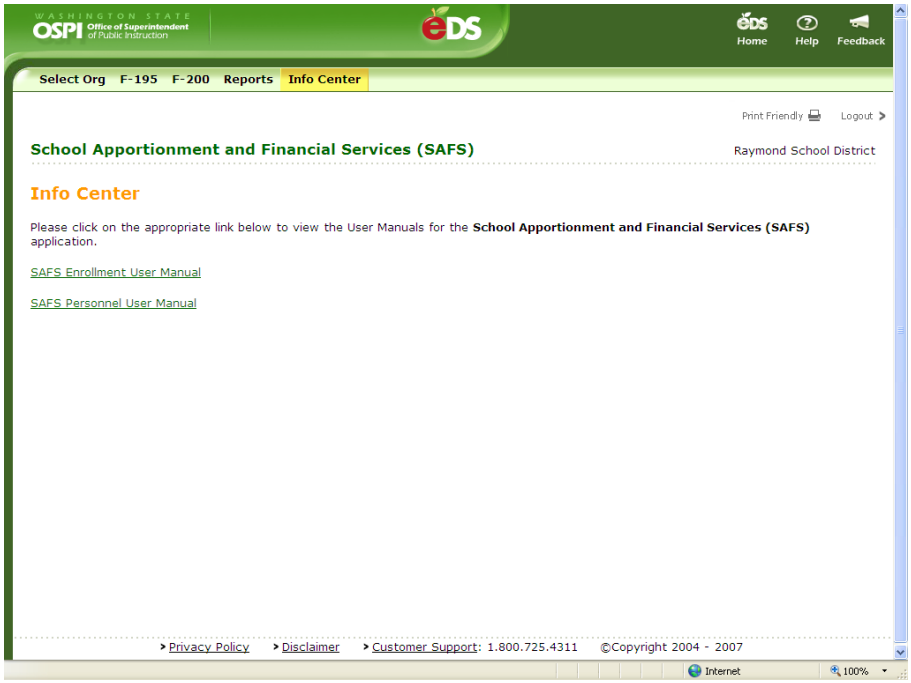


3. From the My Applications screen, click on the link to SAFS.



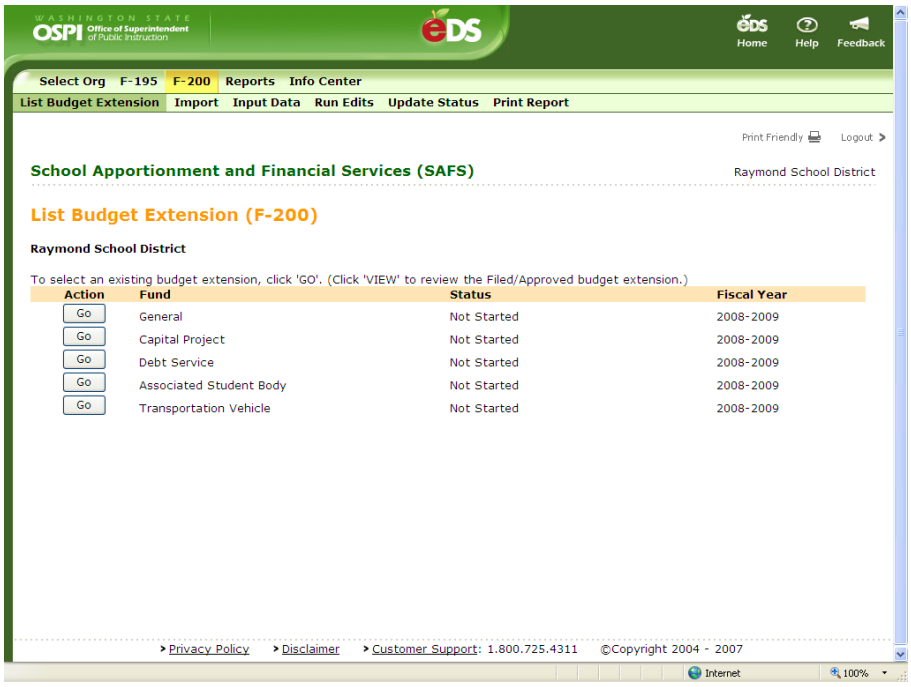
4. From the Info Center page, you can click on the tabs in the top navigation bar to access the EDS applications. Click on the F-200 tab to go into the F-200 application.

   Note: The EDS application is designed to be used with Internet Explorer as the Web browser. It is best not to use other browsers. See Appendix 1 in the F-195 User Manual for details about browser settings.



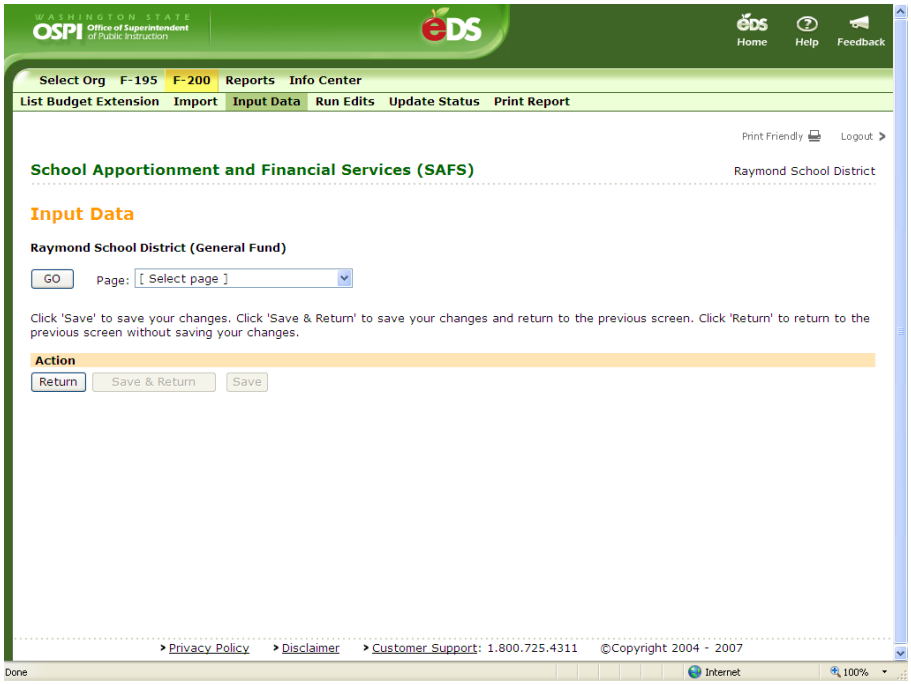
Creating a Budget Extension (SD Users)

1. The first screen you will see in the F-200 application is the List Budget Extension screen. To create a budget extension for the current fiscal year, click the Go button next to the fund for which you will be creating an extension.



2. You will go to the Input Data screen. The data from your approved budget for this fund (or from your last approved extension) will pre-populate the input screens.

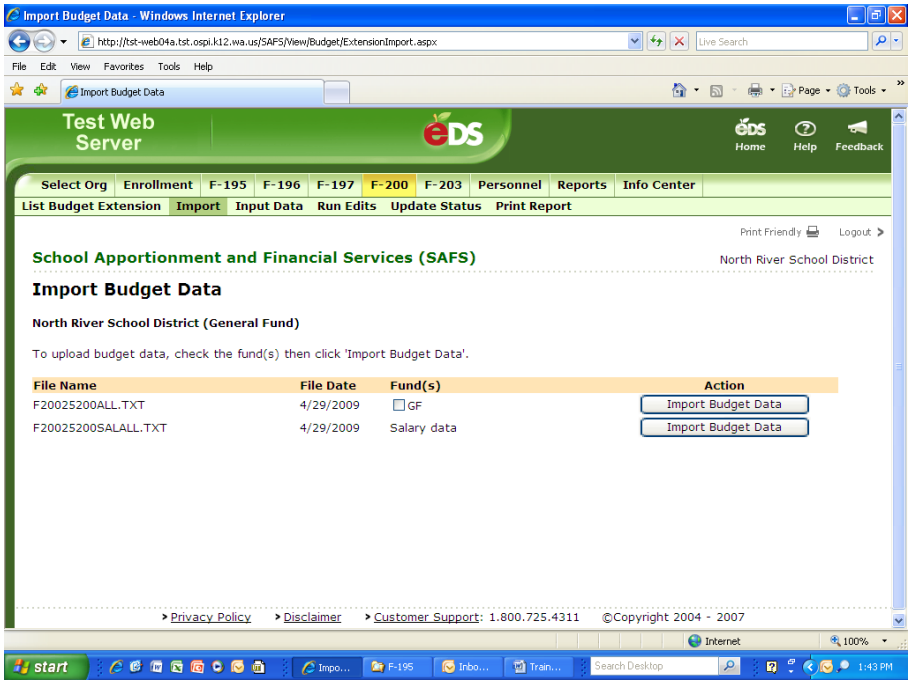
   Note: The status of the extension will automatically change from 'Not started' to 'In process at district'.



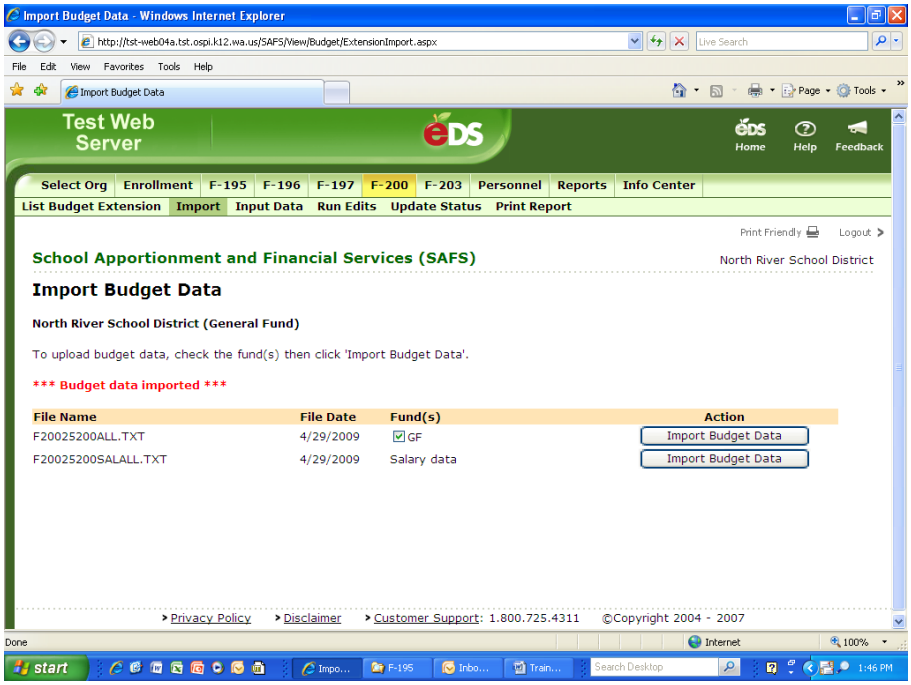
Importing Data (SD Users)

1. Click on the Import tab in the secondary navigation bar. The Import screen will show any files available to import.

   Note: If you are a district that uses WSIPC and have not extracted a data file, you need to do this first before you can import. If you are a district not using WSIPC, you will not have files to import. The F-195 can import any data files that meet specifications. Your service provider can contact us for assistance in setting up files that can be imported.


Import Budget Data - Windows Internet Explorer
Test Web Server
Select Org | Enrollment | F-195 | F-196 | F-197 | F-200 | F-203 | Personnel | Reports | Info Center
List Budget Extension | Import | Input Data | Run Edits | Update Status | Print Report
School Apportionment and Financial Services (SAFS)
North River School District
Import Budget Data
North River School District (General Fund)
To upload budget data, check the fund(s) then click 'Import Budget Data'.
File Name | File Date | Fund(s) | Action
F20025200ALL.TXT | 4/29/2009 | GF | Import Budget Data
F20025200SALALL.TXT | 4/29/2009 | Salary data | Import Budget Data
Privacy Policy | Disclaimer | Customer Support: 1.800.725.4311 | ©Copyright 2004 - 2007

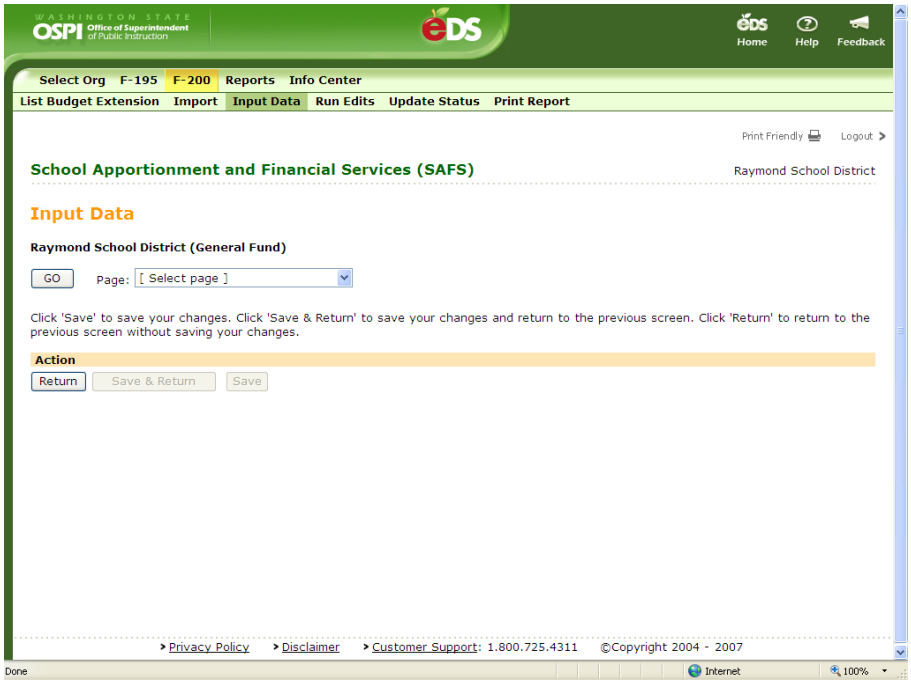
2. To import extension data, check the fund box and click the first Import Budget Data button. To import salary data, click the second Import Budget Data button. The import may take a few seconds. After it is done, you will see a message that says 'Budget data imported'.


Import Budget Data - Windows Internet Explorer
Test Web Server
Select Org | Enrollment | F-195 | F-196 | F-197 | F-200 | F-203 | Personnel | Reports | Info Center
List Budget Extension | Import | Input Data | Run Edits | Update Status | Print Report
School Apportionment and Financial Services (SAFS)
North River School District
Import Budget Data
North River School District (General Fund)
To upload budget data, check the fund(s) then click 'Import Budget Data'.
*** Budget data imported ***
File Name | File Date | Fund(s) | Action
F20025200ALL.TXT | 4/29/2009 | GF | Import Budget Data
F20025200SALALL.TXT | 4/29/2009 | Salary data | Import Budget Data
Privacy Policy | Disclaimer | Customer Support: 1.800.725.4311 | ©Copyright 2004 - 2007

Inputting Data (SD Users)

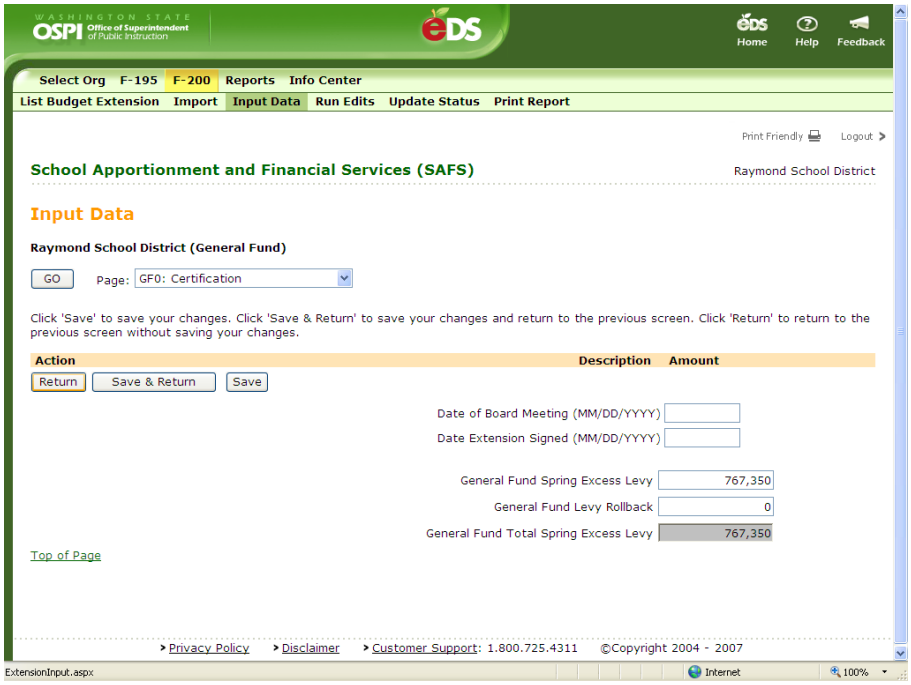
1. Click on the Input Data tab in the secondary navigation bar to go to the Input Data screen. Select the page you want in the page dropdown, and click Go to bring up that page.

   Note: This user manual only describes the input screens that are unique to the F-200. Please refer to the F-195 training manual for details about the other screens.

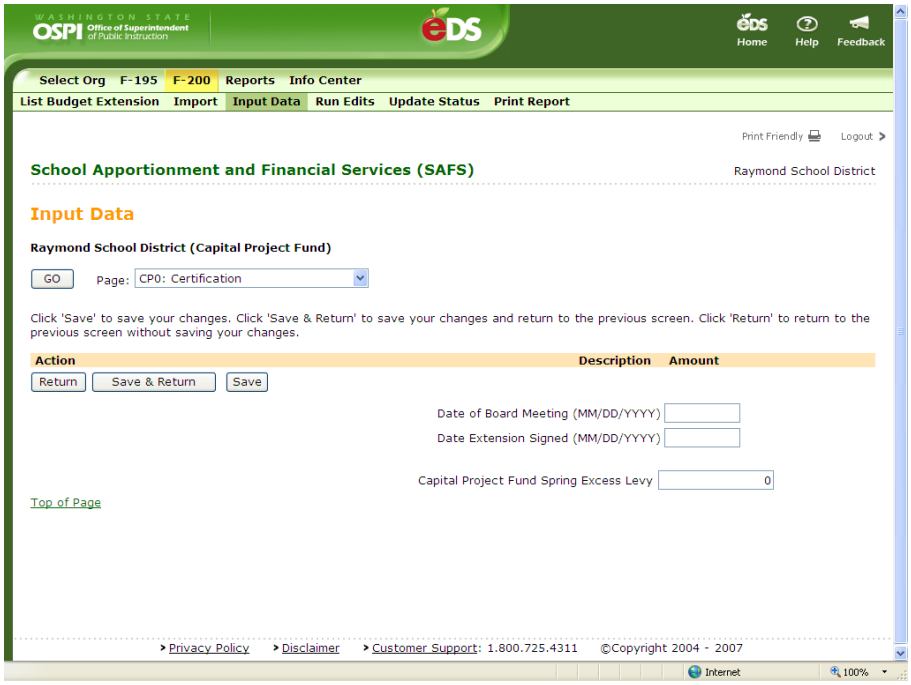


2. Each fund has its own certification page. On GF0: Certification, enter the date of the board meeting and the date the extension was signed. The spring levy and rollback amounts will also display and can be updated.

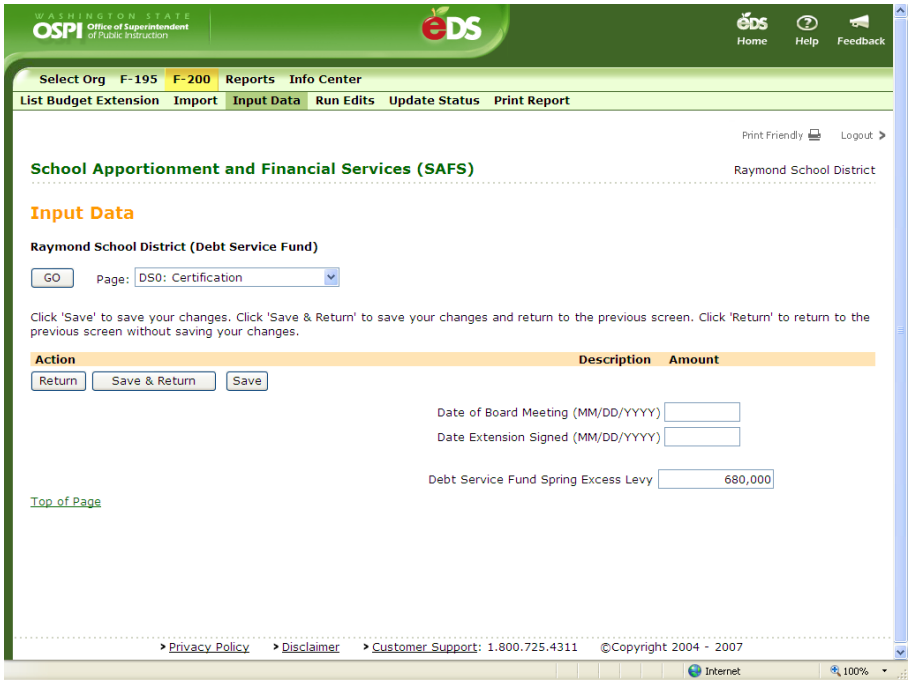
   Note: When entering dates, you must include a slash between the numbers (6/11/2009) or a period between the numbers (6.11.2009).



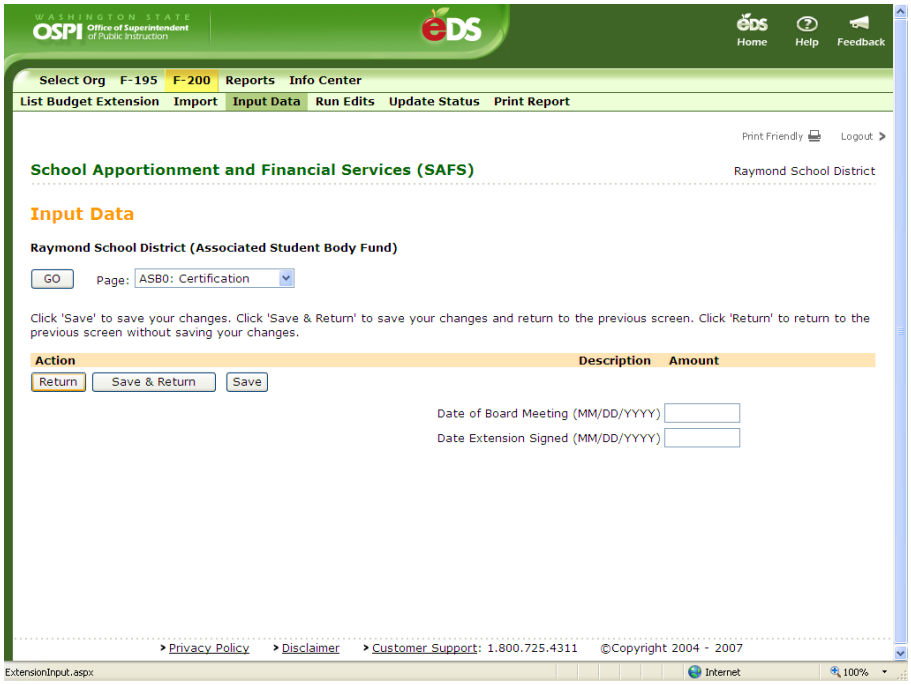
3. On CP0: Certification, enter the date of the board meeting and the date the extension was signed. The spring levy amount will also display and can be updated.



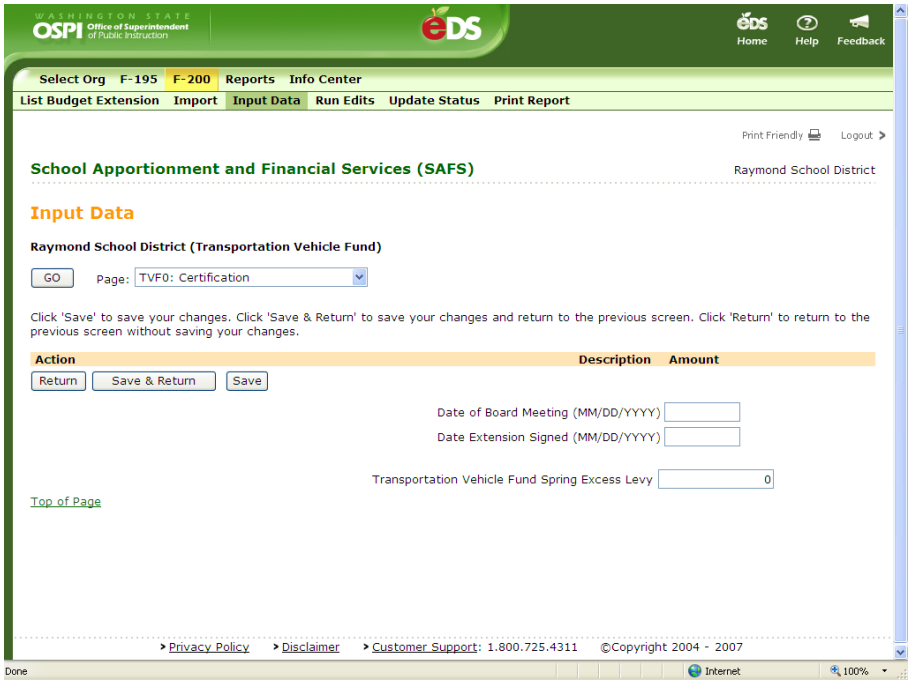
4. On DS0: Certification, enter the date of the board meeting and the date the extension was signed. The spring levy amount will also display and can be updated.



5. On ASB0: Certification, enter the date of the board meeting and the date the extension was signed.

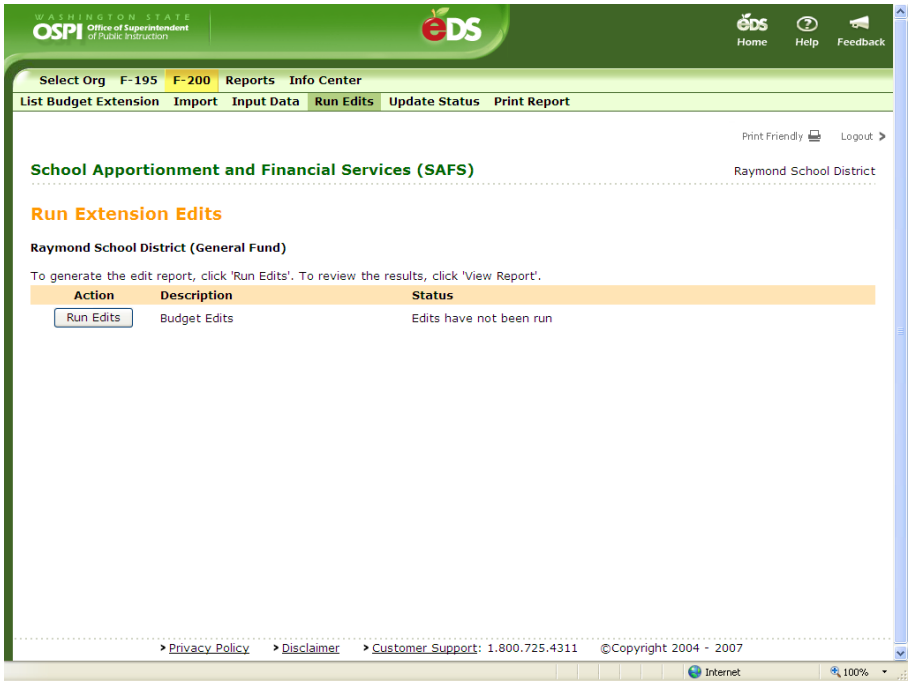


6. On TVF0: Certification, enter the date of the board meeting and the date the extension was signed. The spring levy amount will also display and can be updated.

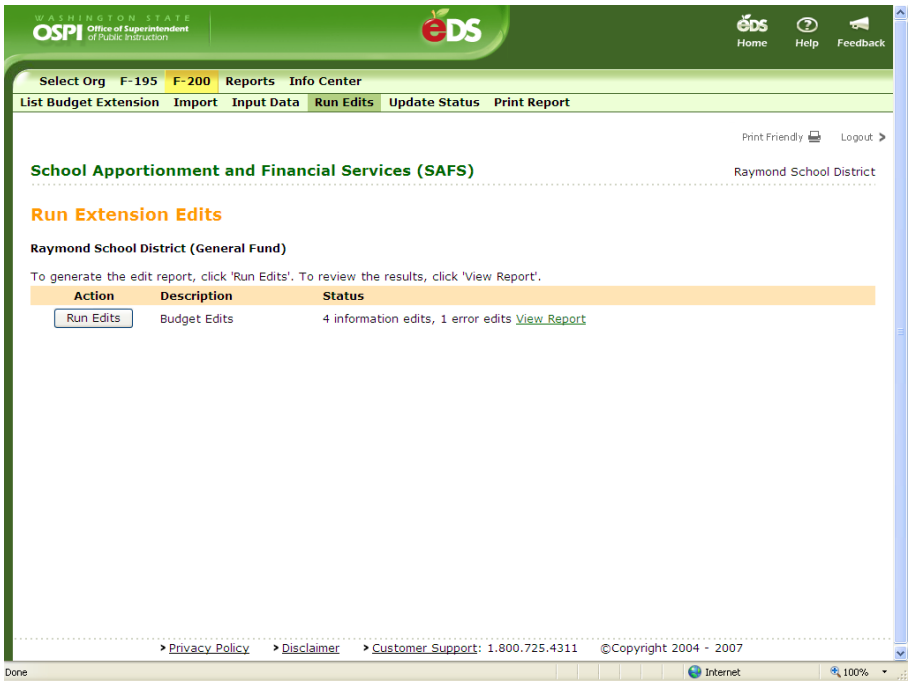


Running Edits (SD Users)

1. After you have updated data, go to the Run Edits screen by clicking the Run Edits tab in the secondary navigation bar.

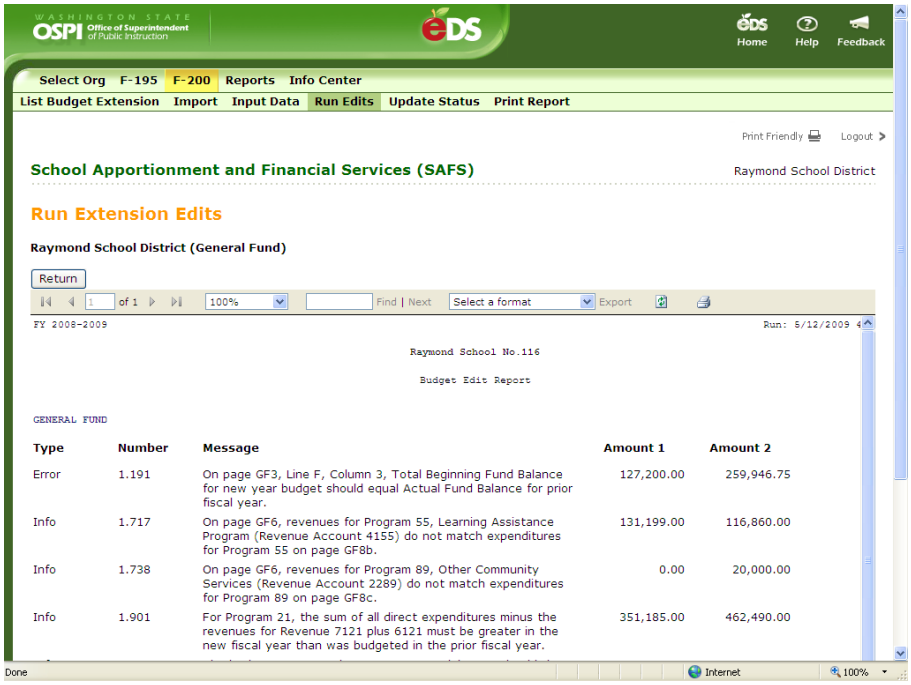


2. To run budget edits, click the Run Edits button. It may take a few seconds for edits to run. After they do, the status column will show the number of information and error edits found. To see the results, click the View Report hyperlink. It may take another few seconds for the report to display.

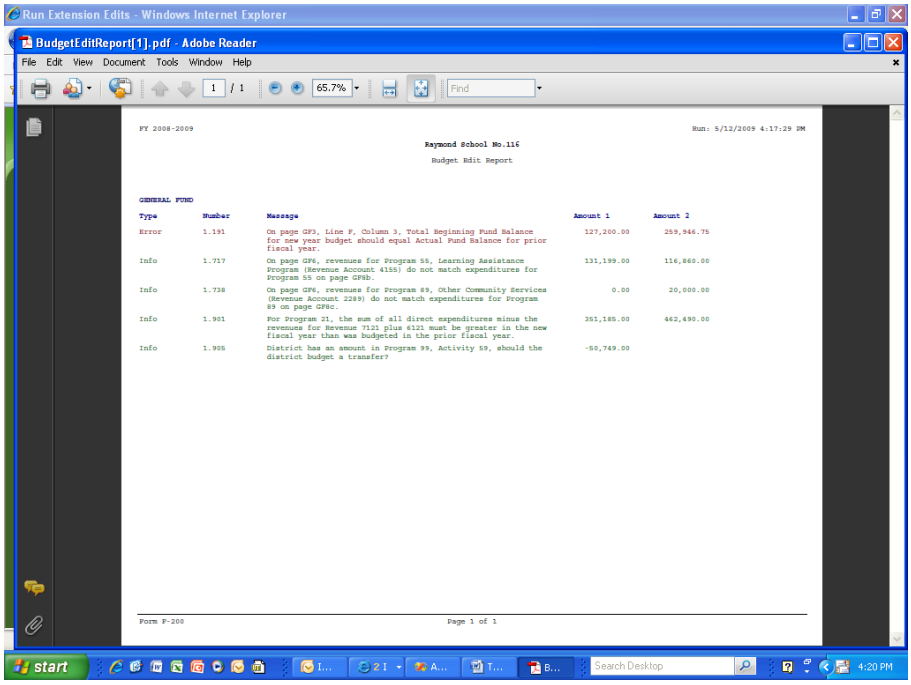


3. The edit report displays within a report viewer frame. You can review the information online, export the report to a pdf file, or print the report.

   Note: The printer icon on the report menu does not work consistently for all districts. We recommend exporting the report to a pdf file and printing from the pdf file.



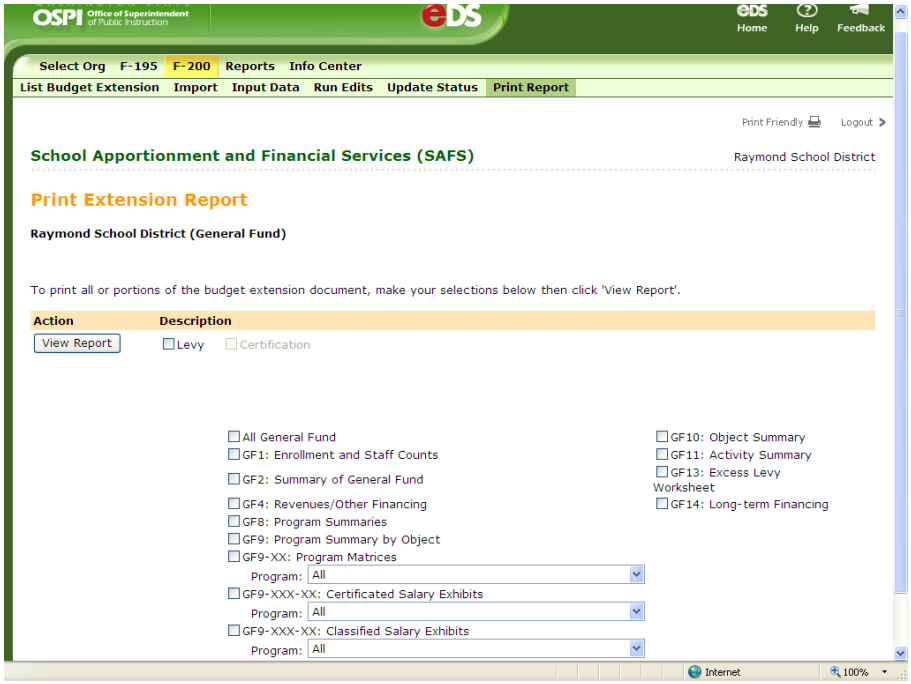
4. To export the report to a pdf file, use the 'Select a format' feature in the top bar of the report viewer. Choose Acrobat (pdf) format and click the Export hyperlink. A dialog box will ask if you want to Open or Save the file. Choose Open and the report will display in the Adobe Reader. To print, click on the printer icon in the top left corner of the window.


Run Extension Edits - Windows Internet Explorer
BudgetEditReport[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
65.7%
Find
FY 2008-2009
Run: 5/12/2009 4:17:29 PM
Raymond School No.116
Budget Edit Report
GENERAL FUND
Type
Number
Message
Amount 1
Amount 2
Error
1.191
On page GF3, Line F, Column 3, Total Beginning Fund Balance for new year budget should equal Actual Fund Balance for prior fiscal year.
127,200.00
259,946.75
Info
1.717
On page GF6, revenues for Program 55, Learning Assistance Program (Revenue Account 4155) do not match expenditures for Program 55 on page GF8b.
131,199.00
116,860.00
Info
1.738
On page GF6, revenues for Program 89, Other Community Services (Revenue Account 2289) do not match expenditures for Program 89 on page GF8c.
0.00
20,000.00
Info
1.901
For Program 21, the sum of all direct expenditures minus the revenues for Revenue 7121 plus 6121 must be greater in the new fiscal year than was budgeted in the prior fiscal year.
351,185.00
462,490.00
Info
1.905
District has an amount in Program 99, Activity 59, should the district budget a transfer?
-50,749.00
Form F-200
Page 1 of 1
start
Search Desktop
4:20 PM

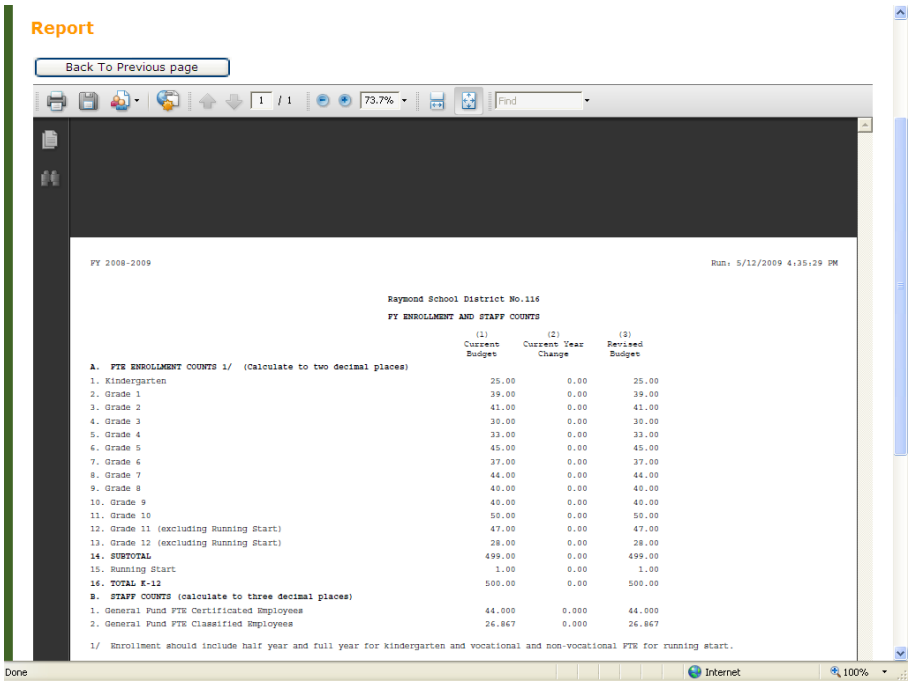
Printing the Extension (SD Users)

1. To print the extension, click the Print Report tab in the secondary navigation bar. You can print all pages or you can select one or more individual pages to print. Check the box or boxes as appropriate and click the View Report button.

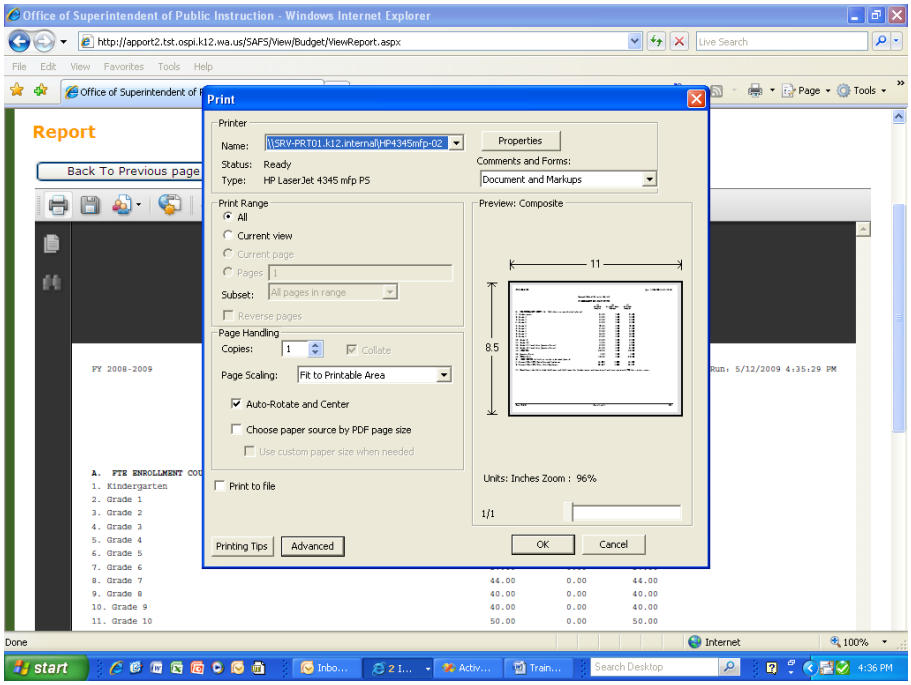
   Note: The Certification page cannot be printed until the ESD has set the status to 'Ready for OSPI review'.



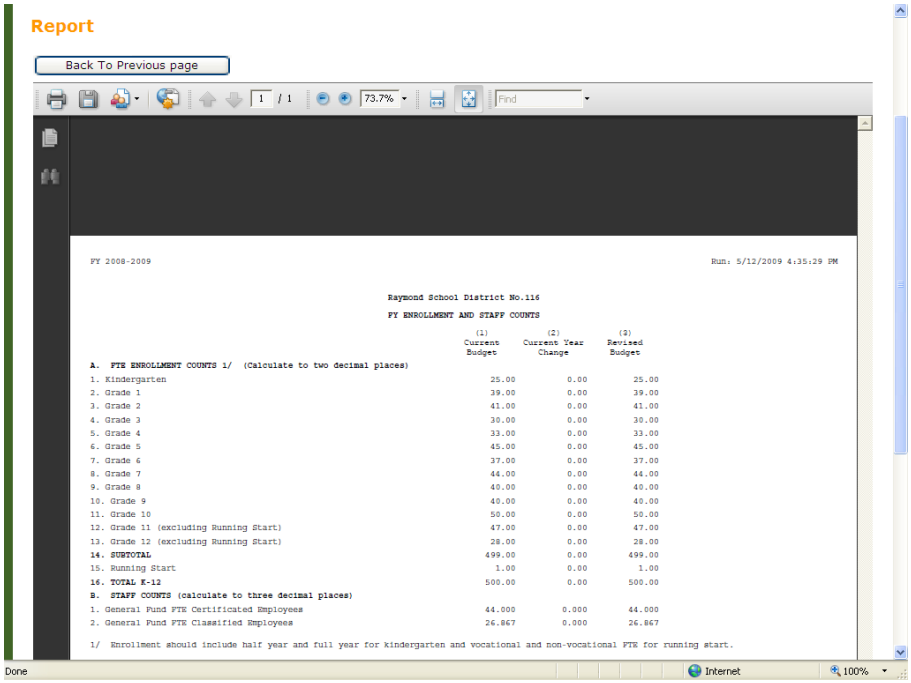
2. The report will display as a pdf file within Adobe Reader. You can review the information online or print a paper report.


Report
Back To Previous page
FY 2008-2009
Run: 5/12/2009 4:35:29 PM
Raymond School District No.116
FY ENROLLMENT AND STAFF COUNTS
(1) Current Budget
(2) Current Year Change
(3) Revised Budget
A. PTR ENROLLMENT COUNTS 1/ (Calculate to two decimal places)
1. Kindergarten 25.00 0.00 25.00
2. Grade 1 39.00 0.00 39.00
3. Grade 2 41.00 0.00 41.00
4. Grade 3 30.00 0.00 30.00
5. Grade 4 33.00 0.00 33.00
6. Grade 5 45.00 0.00 45.00
7. Grade 6 37.00 0.00 37.00
8. Grade 7 44.00 0.00 44.00
9. Grade 8 40.00 0.00 40.00
10. Grade 9 40.00 0.00 40.00
11. Grade 10 50.00 0.00 50.00
12. Grade 11 (excluding Running Start) 47.00 0.00 47.00
13. Grade 12 (excluding Running Start) 28.00 0.00 28.00
14. SUBTOTAL 499.00 0.00 499.00
15. Running Start 1.00 0.00 1.00
16. TOTAL K-12 500.00 0.00 500.00
B. STAFF COUNTS (calculate to three decimal places)
1. General Fund FTE Certificated Employees 44.000 0.000 44.000
2. General Fund FTE Classified Employees 26.867 0.000 26.867
1/ Enrollment should include half year and full year for kindergarten and vocational and non-vocational FTE for running start.
Done
Internet
100%

3. To print the report, click the print icon at the top left of the report viewer frame. You can select the printer, page range, and number of copies. Click OK to print the report.

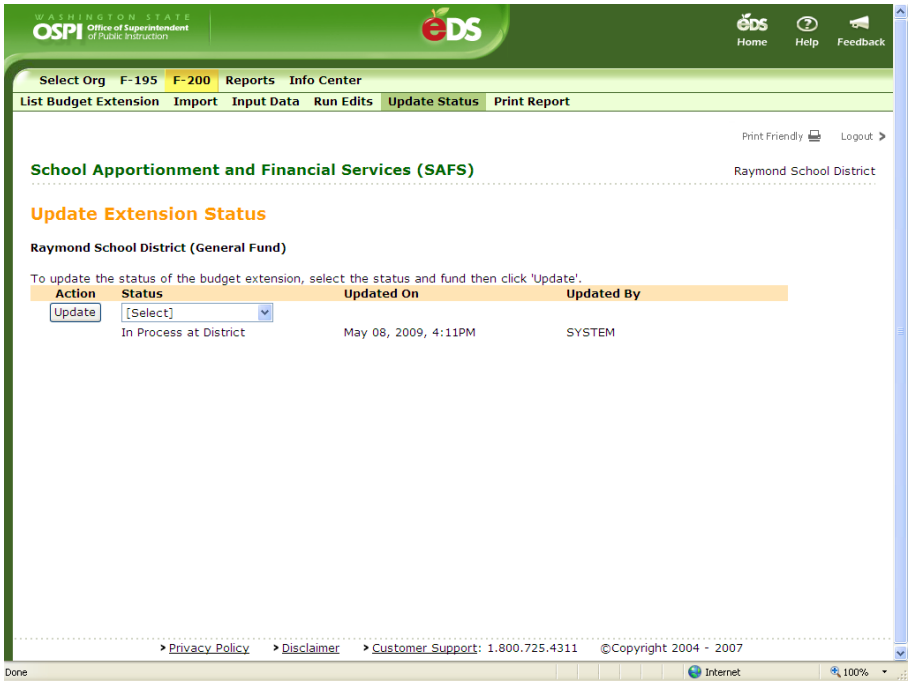


4. To return to the Print Report screen, click the Back to Previous Page button.

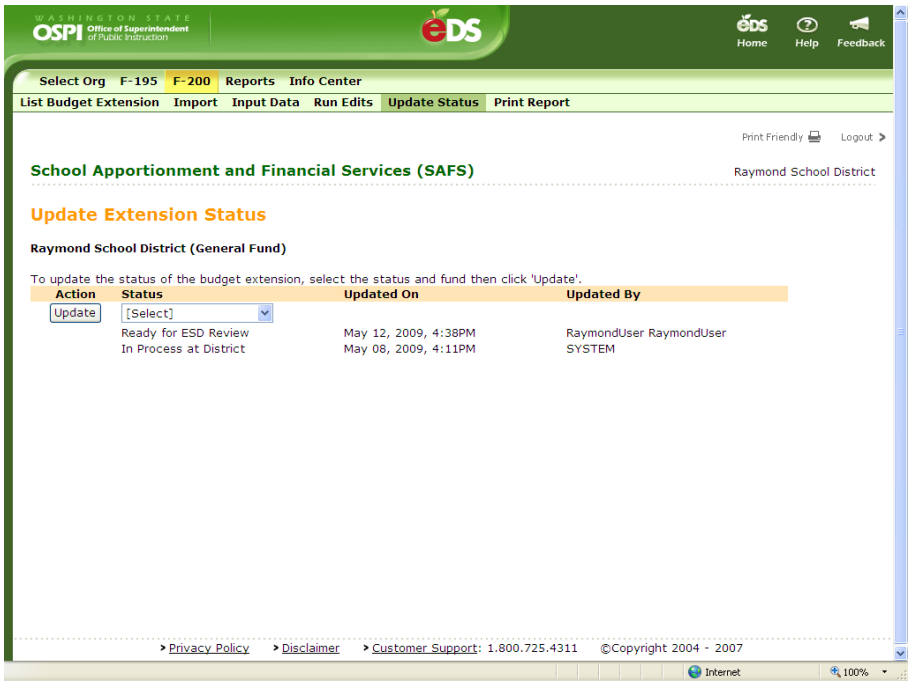

Report
Back To Previous page
FY 2008-2009
Run: 5/12/2009 4:35:29 PM
Raymond School District No.116
FY ENROLLMENT AND STAFF COUNTS
(1) Current Budget
(2) Current Year Change
(3) Revised Budget
A. FTE ENROLLMENT COUNTS 1/ (Calculate to two decimal places)
1. Kindergarten 25.00 0.00 25.00
2. Grade 1 39.00 0.00 39.00
3. Grade 2 41.00 0.00 41.00
4. Grade 3 30.00 0.00 30.00
5. Grade 4 33.00 0.00 33.00
6. Grade 5 45.00 0.00 45.00
7. Grade 6 37.00 0.00 37.00
8. Grade 7 44.00 0.00 44.00
9. Grade 8 40.00 0.00 40.00
10. Grade 9 40.00 0.00 40.00
11. Grade 10 50.00 0.00 50.00
12. Grade 11 (excluding Running Start) 47.00 0.00 47.00
13. Grade 12 (excluding Running Start) 28.00 0.00 28.00
14. SUBTOTAL 499.00 0.00 499.00
15. Running Start 1.00 0.00 1.00
16. TOTAL K-12 500.00 0.00 500.00
B. STAFF COUNTS (calculate to three decimal places)
1. General Fund FTE Certificated Employees 44.000 0.000 44.000
2. General Fund FTE Classified Employees 26.867 0.000 26.867
1/ Enrollment should include half year and full year for kindergarten and vocational and non-vocational FTE for running start.
Done
Internet
100%

Updating the Status (SD Users)

1. When you are ready to have the ESD begin reviewing your extension, click the Update Status tab in the secondary navigation bar. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.

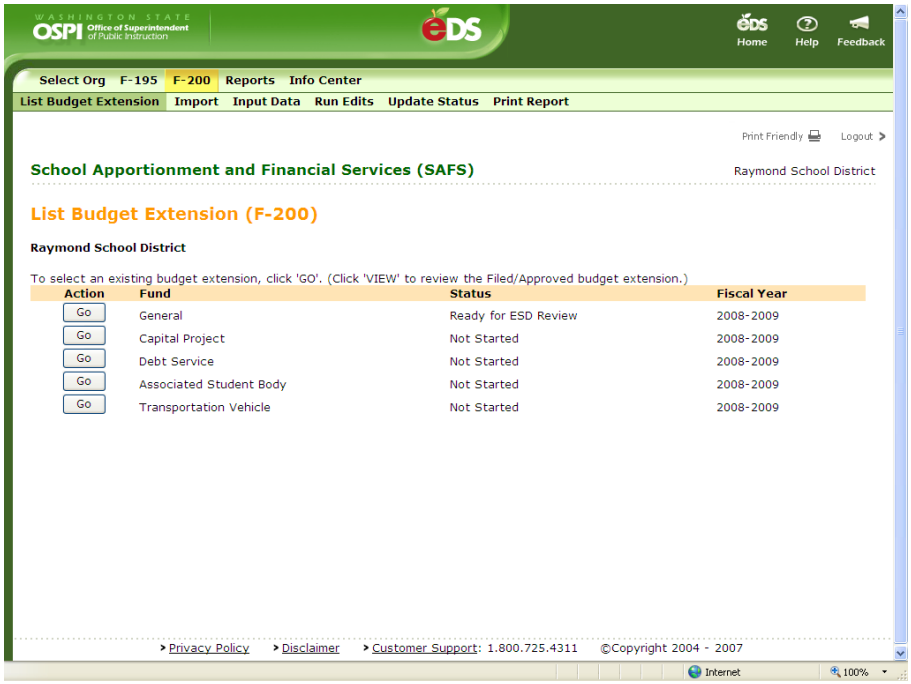


2. To update the status, select 'Ready for ESD review' from the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information.



Selecting an Extension (SD Users)

1. After updating the status, you can return to the List Budget screen. The current status (Ready for ESD Review) will display from the fund you just updated.


OSPI Office of Superintendent of Public Instruction
eDS
Home
Help
Feedback
Select Org F-195 F-200 Reports Info Center
List Budget Extension Import Input Data Run Edits Update Status Print Report
Print Friendly
Logout
School Apportionment and Financial Services (SAFS)
Raymond School District
List Budget Extension (F-200)
Raymond School District
To select an existing budget extension, click 'GO'. (Click 'VIEW' to review the Filed/Approved budget extension.)
Action Fund Status Fiscal Year
Go General Ready for ESD Review 2008-2009
Go Capital Project Not Started 2008-2009
Go Debt Service Not Started 2008-2009
Go Associated Student Body Not Started 2008-2009
Go Transportation Vehicle Not Started 2008-2009
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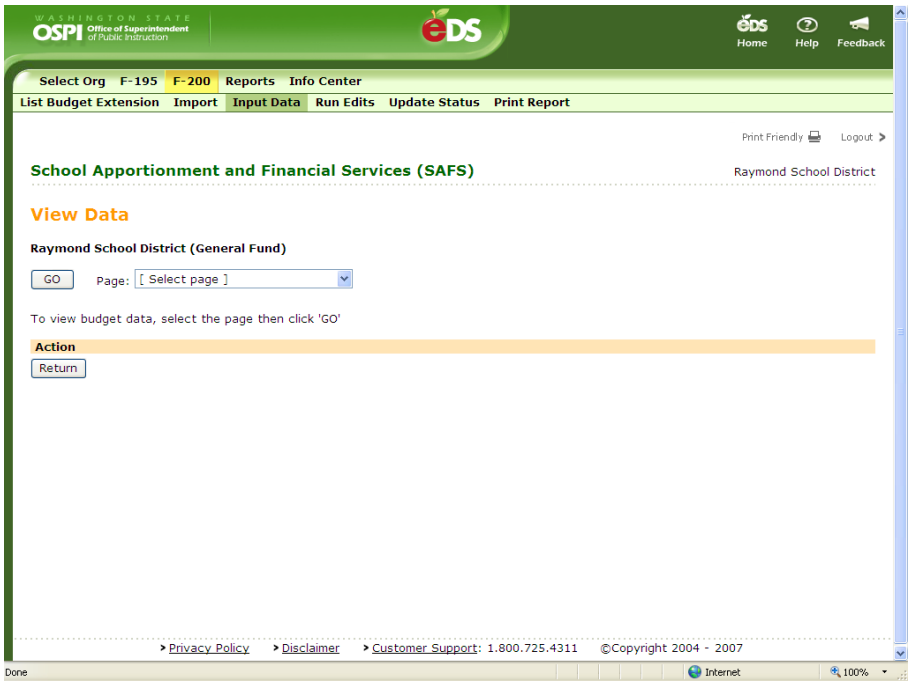
Internet
100%

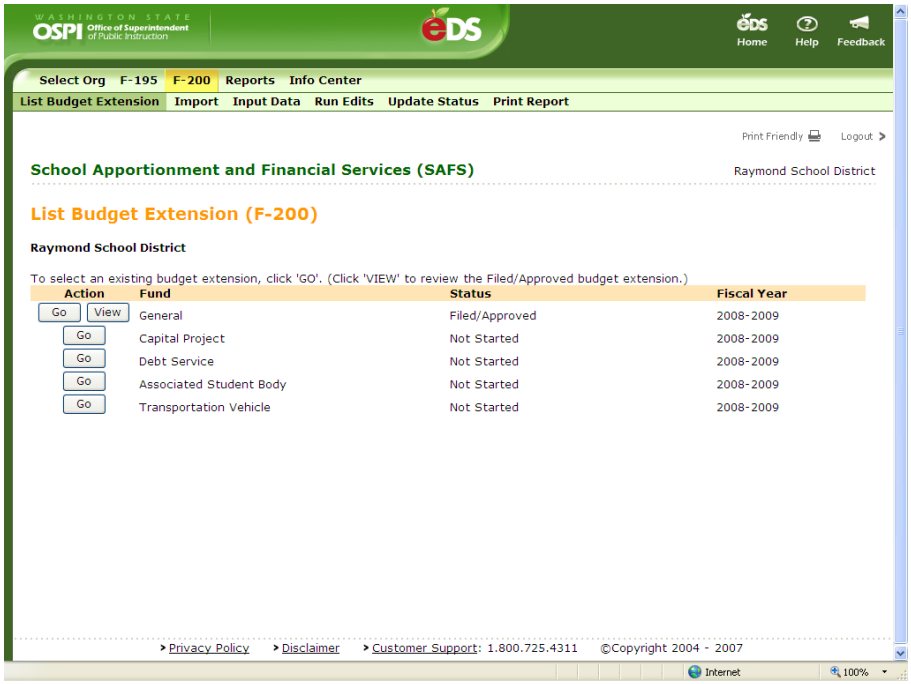
2. To go back into the extension, click the Go button. You will go to the View Data screen. You can view the data but cannot make any changes.

   Note: If you need to make a correction before the ESD begins its review, you can use the Update Status screen to change the status back to 'In process at district', make the change, then reset the status to 'Ready for ESD review'.

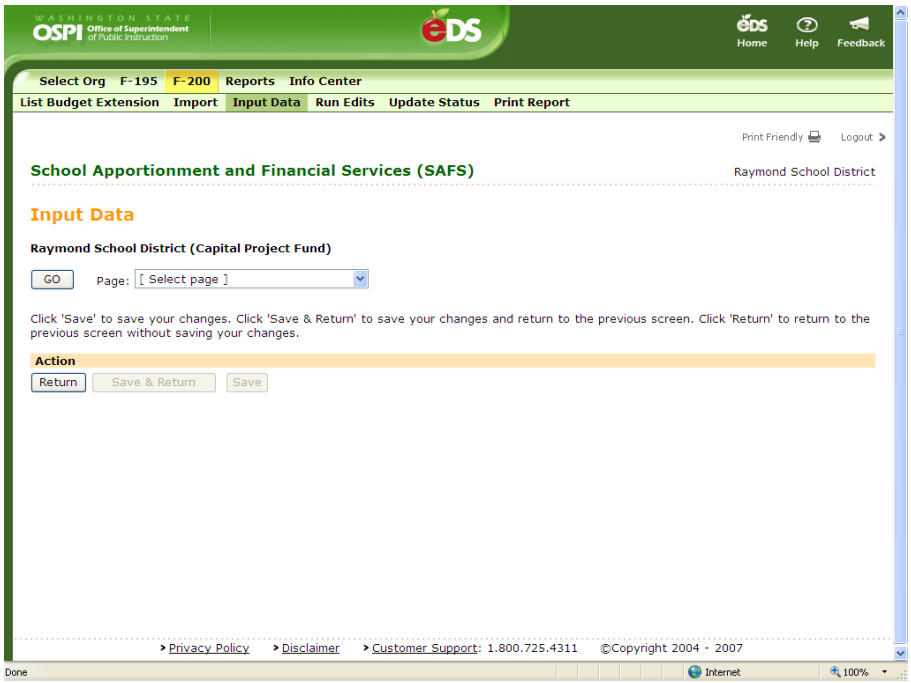


Creating Another Extension (SD Users)

1. You can only have one extension in process for a given fund at a time. Once the status for a fund is 'filed/ approved', you will see a View button (to review the approved extension) and a Go button (to create another extension for that fund).



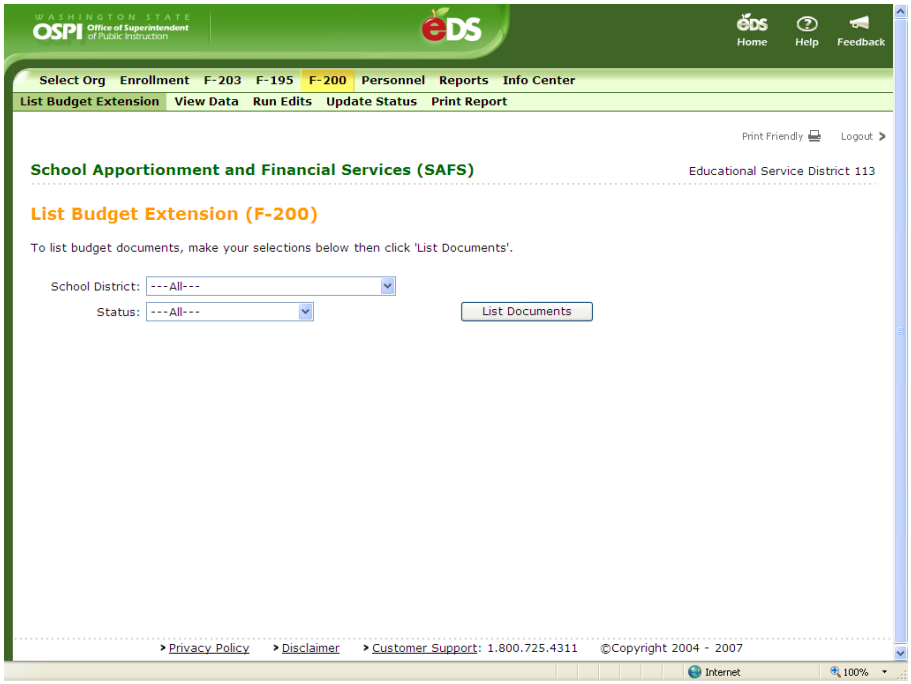
2. To create another extension for the same fund, or to create an extension for another fund, click the Go button for that fund. You will be taken to the Input Data screen for the fund selected and can make your updates.


WASHINGTON STATE OSPI Office of Superintendent of Public Instruction
eDS
Home
Help
Feedback
Select Org F-195 F-200 Reports Info Center
List Budget Extension Import Input Data Run Edits Update Status Print Report
Print Friendly
Logout
School Apportionment and Financial Services (SAFS)
Raymond School District
Input Data
Raymond School District (Capital Project Fund)
GO
Page: [Select page]
Click 'Save' to save your changes. Click 'Save & Return' to save your changes and return to the previous screen. Click 'Return' to return to the previous screen without saving your changes.
Action
Return
Save & Return
Save
Privacy Policy
Disclaimer
Customer Support: 1.800.725.4311
©Copyright 2004 - 2007
Done
Internet
100%

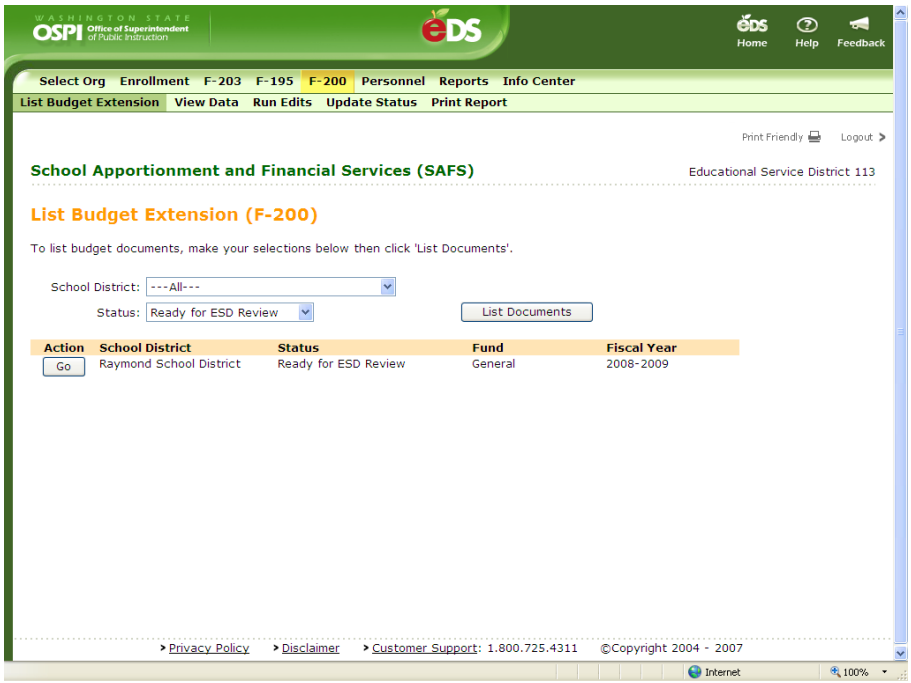
Selecting an Extension (ESD Users)

1. After a district user has set the status to 'Ready for ESD review', ESD users can view the extension. After logging in, click the F-200 tab in the top navigation bar. The first screen you will see is the List Budget Extension screen.

   Note: ESD users can only view extensions for those districts within their ESD.

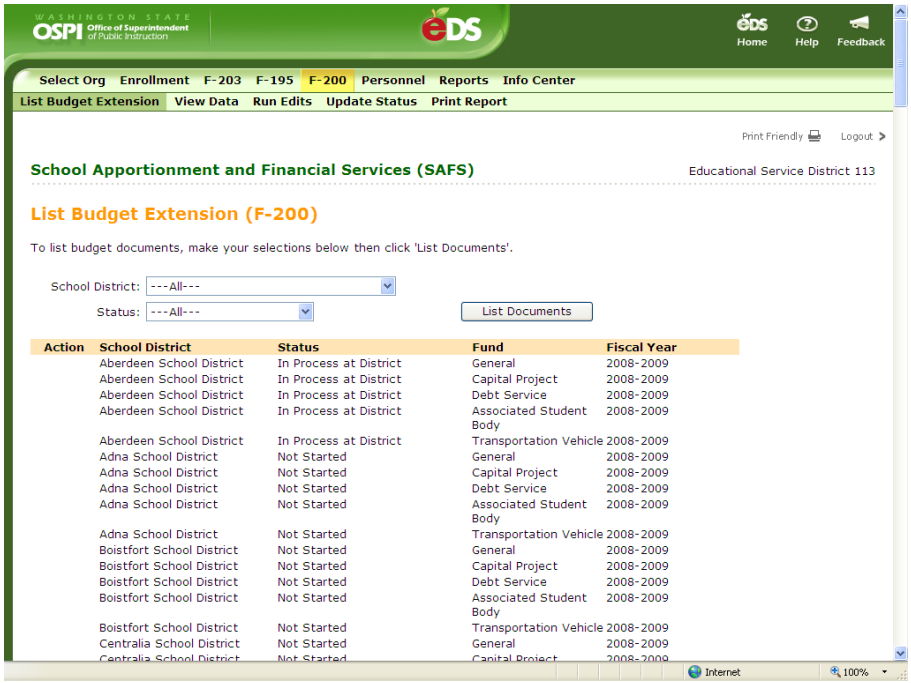


2. To see all extensions ready for ESD review, select 'All' in the school district dropdown and select 'Ready for ESD review' in the status dropdown. Click List Documents. The districts with extensions in that status will display.



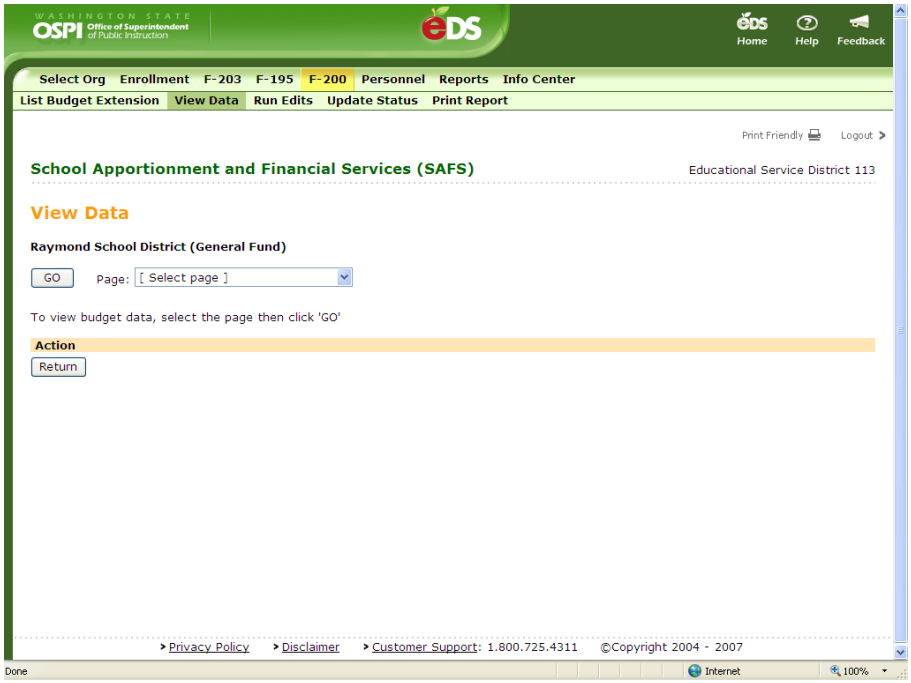
3. To see all extensions underway in your ESD, select 'All' in the school district dropdown and 'All' in the status dropdown. Click List Documents.

   Note: You will see a Go button next to an extension if the status is 'Ready for ESD review' or higher.


WASHINGTON STATE OSPI Office of Superintendent of Public Instruction
eDS
Home
Help
Feedback
Select Org
Enrollment
F-203
F-195
F-200
Personnel
Reports
Info Center
List Budget Extension
View Data
Run Edits
Update Status
Print Report
Print Friendly
Logout
School Apportionment and Financial Services (SAFS)
Educational Service District 113
List Budget Extension (F-200)
To list budget documents, make your selections below then click 'List Documents'.
School District: ---All---
Status: ---All---
List Documents
Action
School District
Status
Fund
Fiscal Year
Aberdeen School District | In Process at District | General | 2008-2009
Aberdeen School District | In Process at District | Capital Project | 2008-2009
Aberdeen School District | In Process at District | Debt Service | 2008-2009
Aberdeen School District | In Process at District | Associated Student Body | 2008-2009
Aberdeen School District | In Process at District | Transportation Vehicle | 2008-2009
Adna School District | Not Started | General | 2008-2009
Adna School District | Not Started | Capital Project | 2008-2009
Adna School District | Not Started | Debt Service | 2008-2009
Adna School District | Not Started | Associated Student Body | 2008-2009
Adna School District | Not Started | Transportation Vehicle | 2008-2009
Boistfort School District | Not Started | General | 2008-2009
Boistfort School District | Not Started | Capital Project | 2008-2009
Boistfort School District | Not Started | Debt Service | 2008-2009
Boistfort School District | Not Started | Associated Student Body | 2008-2009
Boistfort School District | Not Started | Transportation Vehicle | 2008-2009
Centralia School District | Not Started | General | 2008-2009
Internet
100%

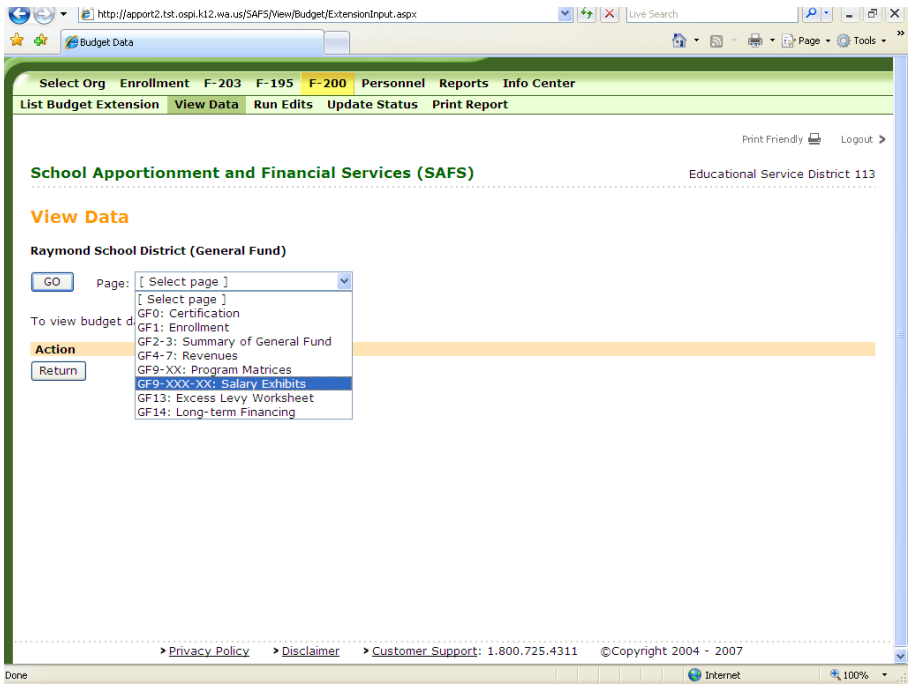
4. To go into a given extension, click the Go button. You will be taken to the View Data screen. You can view data, run edits, update the status and print the extension report.

   Note: When you go into an extension that is 'Ready for ESD review', the status is changed automatically to 'Under review by ESD'. In this status, the district user cannot change the status back to 'In process at district'.



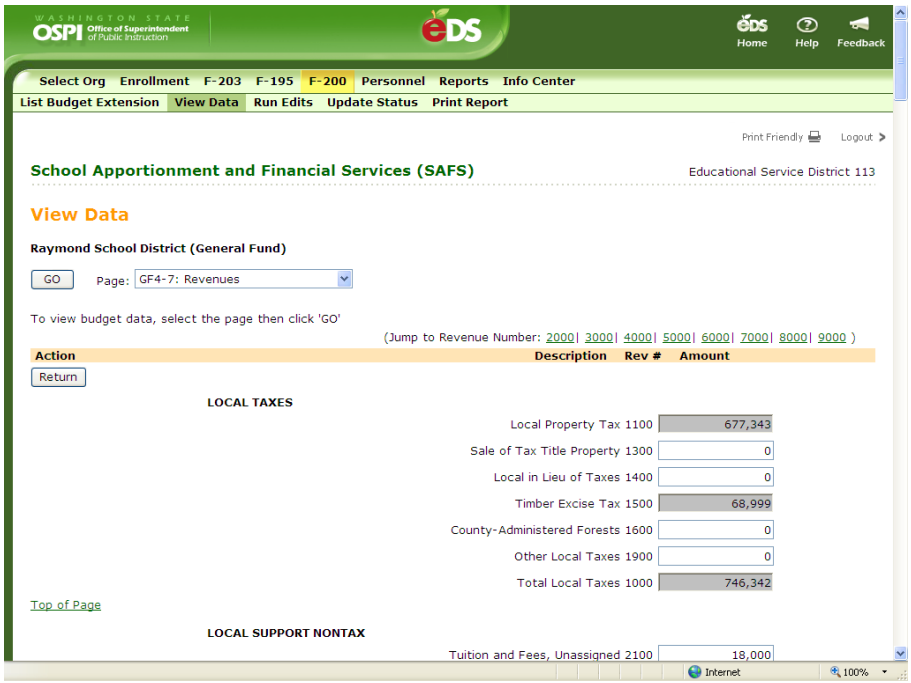
Viewing Data (ESD Users)

1. To view data that has been input by the district, use the page dropdown to select the page, and click Go.



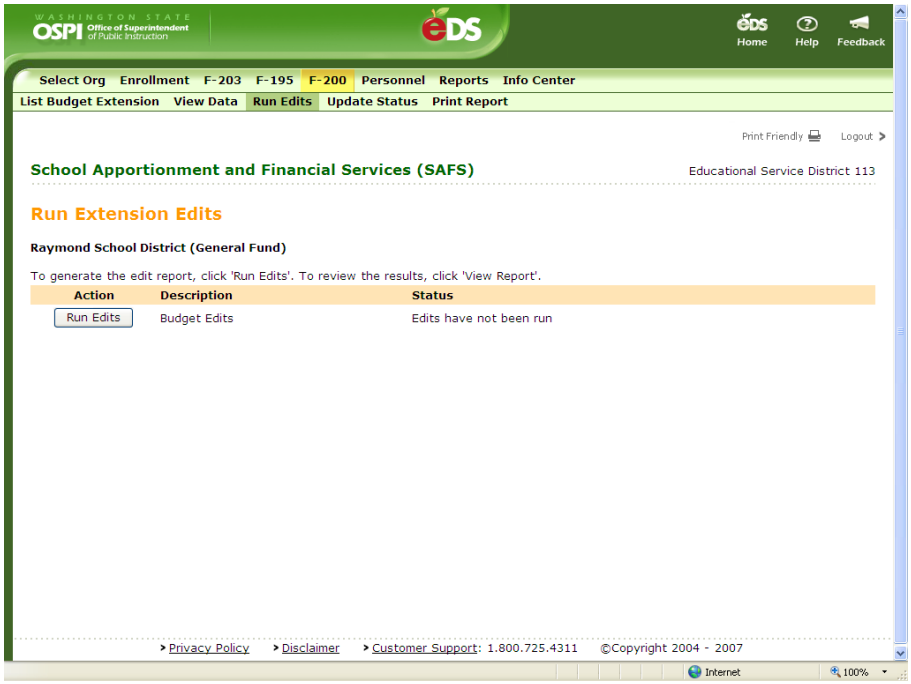
2. You will be taken to the page selected. The screen will look just like the input screen used by the district. However, you cannot make any changes to the data on the screen.

   Note: You can use the page dropdown and Go button to navigate to any other of the View Data screens.

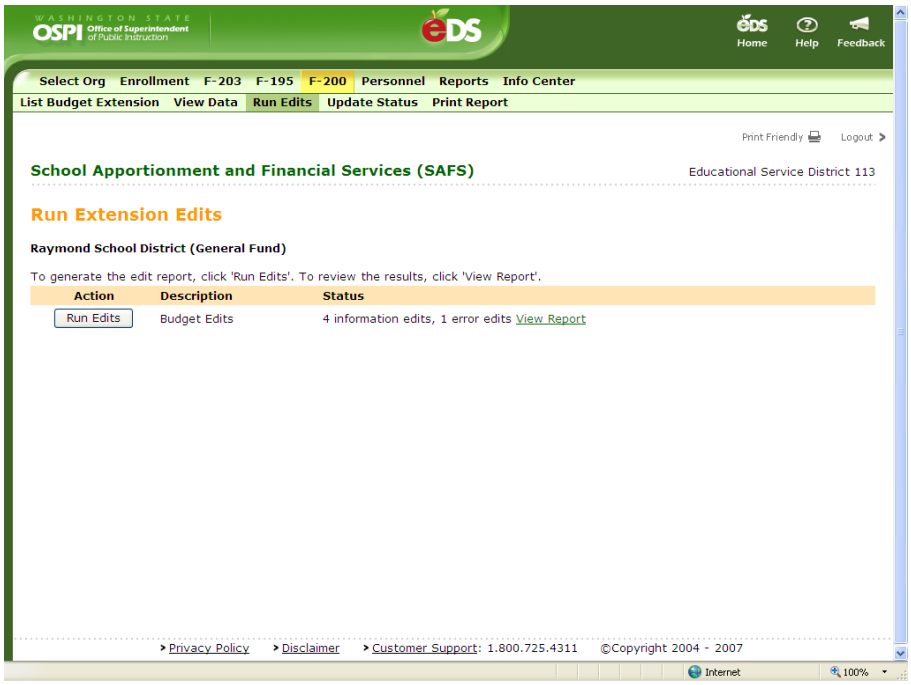

OSPI
eDS
Home
Help
Feedback
Select Org Enrollment F-203 F-195 F-200 Personnel Reports Info Center
List Budget Extension View Data Run Edits Update Status Print Report
Print Friendly Logout
School Apportionment and Financial Services (SAFS)
Educational Service District 113
View Data
Raymond School District (General Fund)
GO
Page: GF4-7: Revenues
To view budget data, select the page then click 'GO'
(Jump to Revenue Number: 2000| 3000| 4000| 5000| 6000| 7000| 8000| 9000)
Action
Description
Rev #
Amount
Return
LOCAL TAXES
Local Property Tax 1100 677,343
Sale of Tax Title Property 1300 0
Local in Lieu of Taxes 1400 0
Timber Excise Tax 1500 68,999
County-Administered Forests 1600 0
Other Local Taxes 1900 0
Total Local Taxes 1000 746,342
Top of Page
LOCAL SUPPORT NONTAX
Tuition and Fees, Unassigned 2100 18,000

Running Edits (ESD Users)

1. To run edits, click the Run Edits tab in the secondary navigation bar. This screen functions just like it does for the district user.

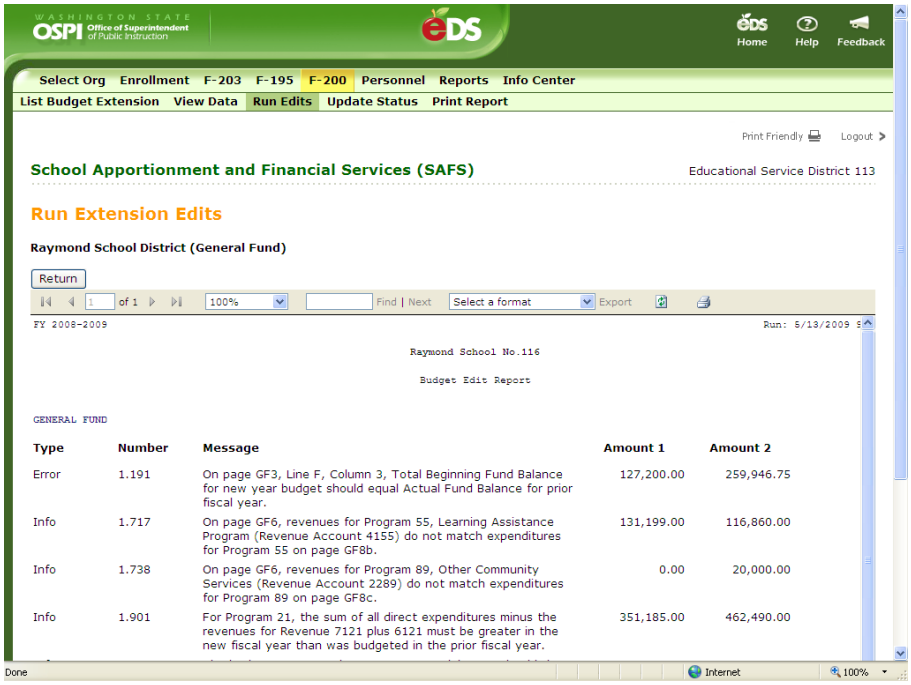


2. To run edits, click the Run Edits button. It may take a few seconds for edit to run. After they do, the status column will show the number of information and error edits found. To see the results, click the View Report hyperlink. It may take another few seconds for the report to display.

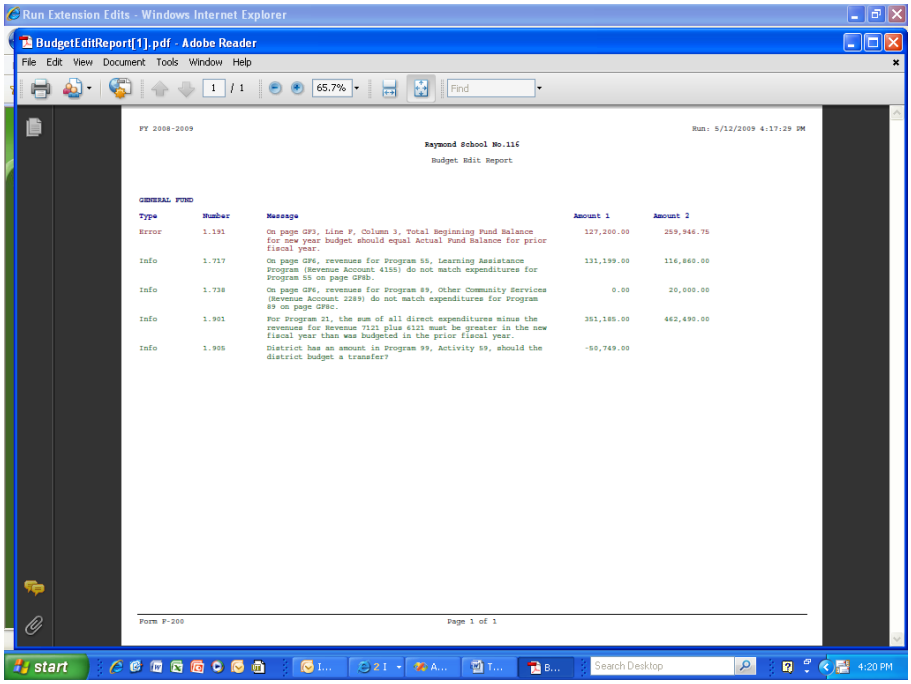


3. The edit report displays within a report viewer frame. You can review the information online, export the report to a pdf file, or print the report.

   Note: The printer icon on the report menu does not work consistently for all districts. We recommend exporting the report to a pdf file and printing from the pdf file.

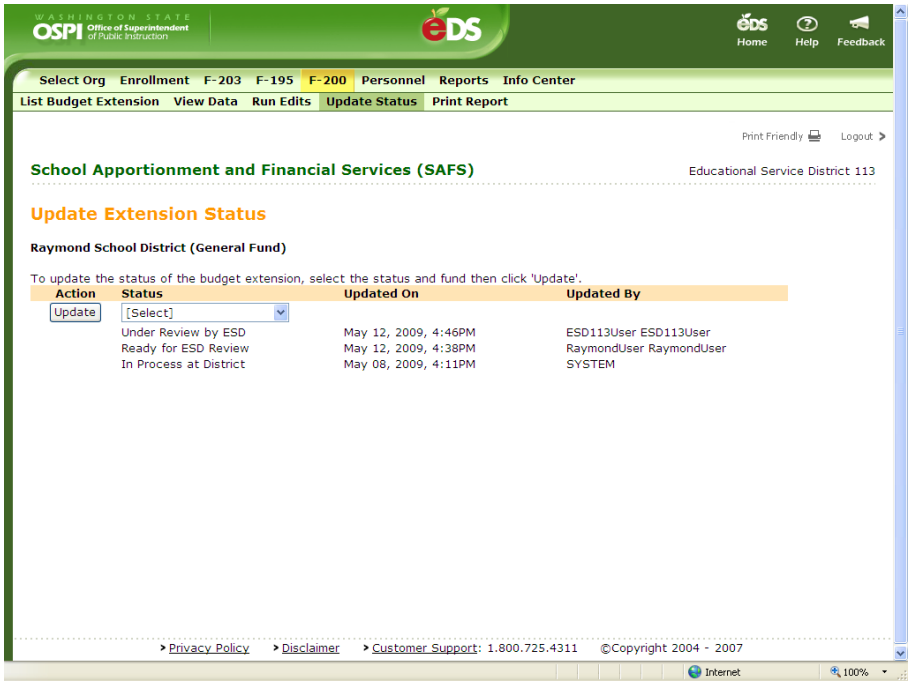


4. To export the report to a pdf file, use the 'Select a format' feature in the top bar of the report viewer. Choose Acrobat (pdf) format and click the Export hyperlink. A dialog box will ask if you want to Open or Save the file. Choose Open and the report will display in the Adobe Reader. To print, click on the printer icon in the top left corner of the window.


Run Extension Edits - Windows Internet Explorer
BudgetEditReport[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
65.7%
Find
FY 2008-2009
Run: 5/12/2009 4:17:29 PM
Raymond School No.116
Budget Edit Report
GENERAL FUND
Type
Number
Message
Amount 1
Amount 2
Error
1.191
On page GF3, Line F, Column 3, Total Beginning Fund Balance for new year budget should equal Actual Fund Balance for prior fiscal year.
127,200.00
259,946.75
Info
1.717
On page GF6, revenues for Program 55, Learning Assistance Program (Revenue Account 4155) do not match expenditures for Program 55 on page GF8b.
131,199.00
116,860.00
Info
1.738
On page GF6, revenues for Program 89, Other Community Services (Revenue Account 2289) do not match expenditures for Program 89 on page GF8c.
0.00
20,000.00
Info
1.901
For Program 21, the sum of all direct expenditures minus the revenues for Revenue 7121 plus 6121 must be greater in the new fiscal year than was budgeted in the prior fiscal year.
351,185.00
462,490.00
Info
1.905
District has an amount in Program 99, Activity 59, should the district budget a transfer?
-50,749.00
Form F-200
Page 1 of 1
start
Search Desktop
4:20 PM

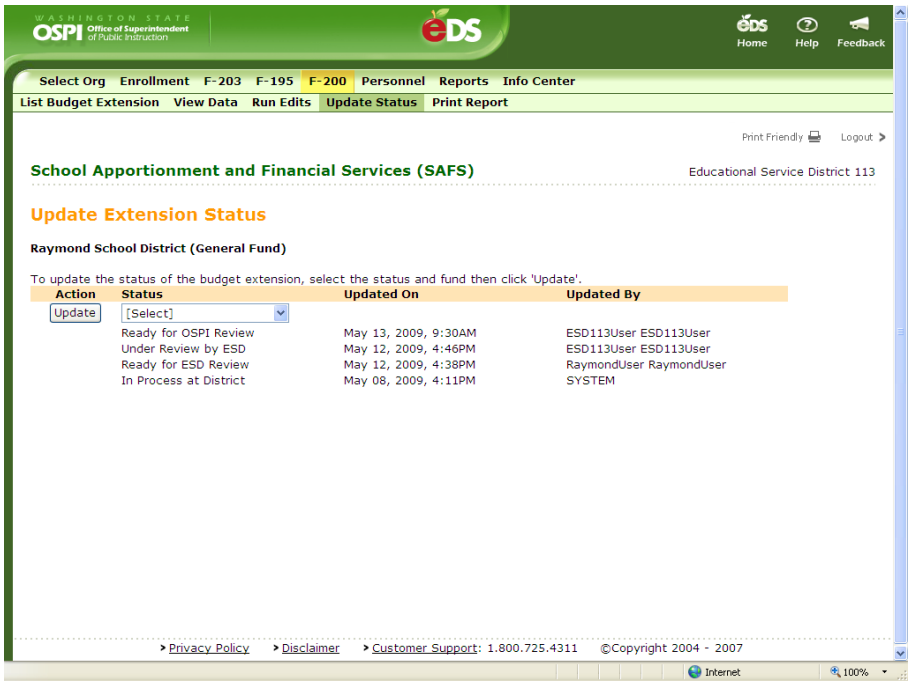
Updating the Status (ESD Users)

1. After you have reviewed the extension and verified it is accurate, you are ready to update the status. Click the Update Status tab in the secondary navigation bar. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.



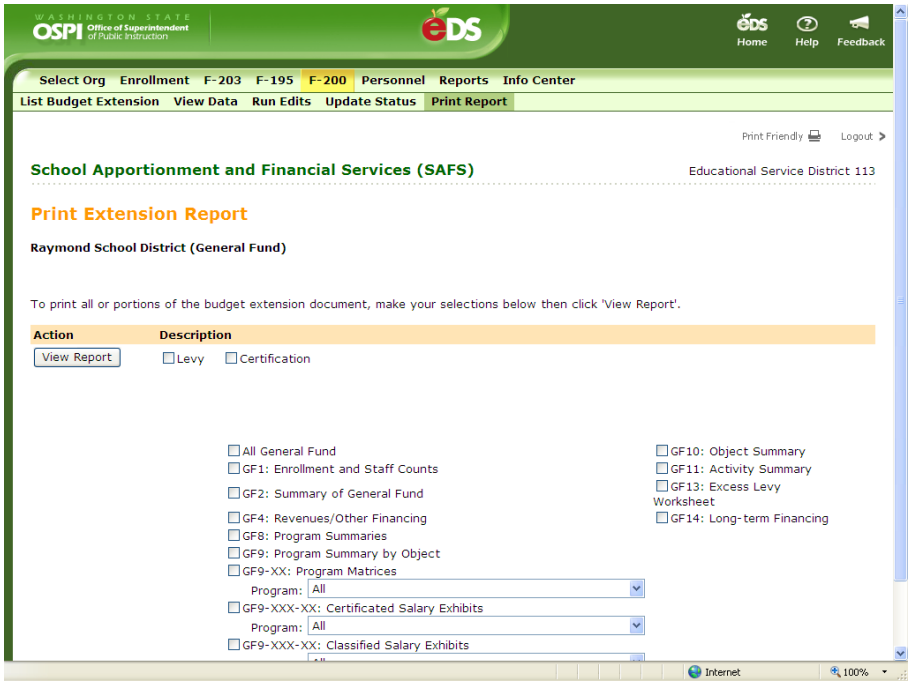
2. To update the status, select 'Ready for OSPI review' in the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information.

   Note: You can send the extension back to the district if changes are needed. To do so, select 'Return to district' in the status dropdown.

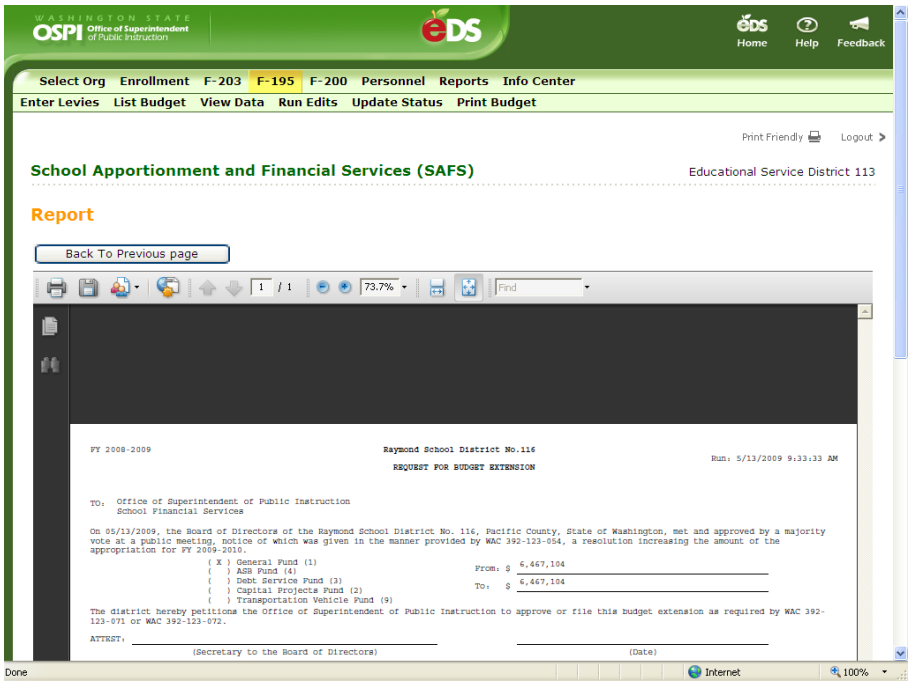


Printing the Certification Page (All Users)

1. Once the status of the extension is 'Ready for OSPI review', the Certification Page can be printed. If you go to the Print Report screen, you will see that the check box for the Certification page is no longer grayed out. To review this page, check the box and click View Report.

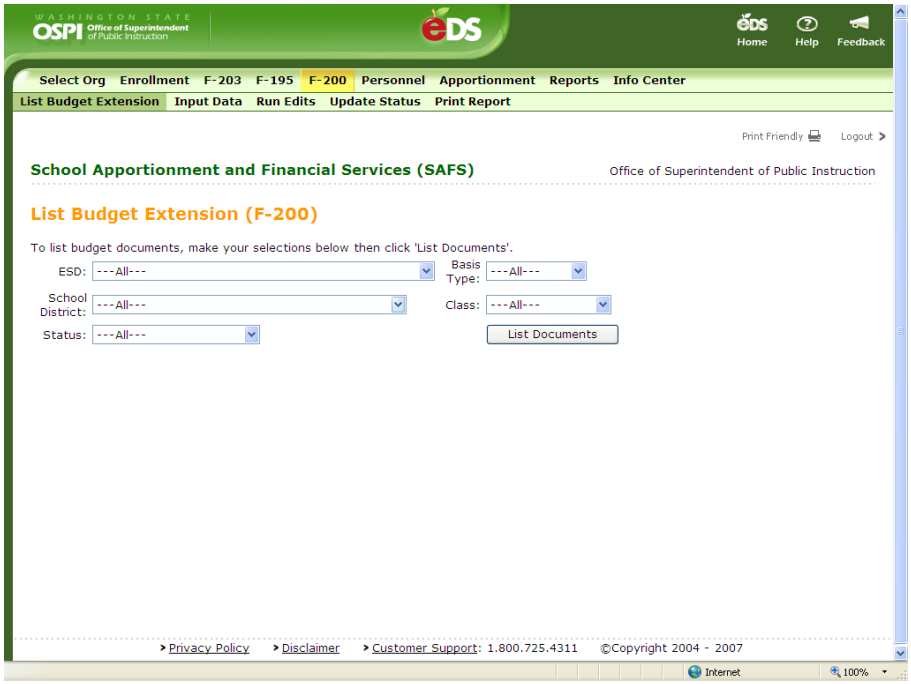

Select Org Enrollment F-203 F-195 F-200 Personnel Reports Info Center
List Budget Extension View Data Run Edits Update Status Print Report
Print Friendly Logout
School Apportionment and Financial Services (SAFS)
Educational Service District 113
Print Extension Report
Raymond School District (General Fund)
To print all or portions of the budget extension document, make your selections below then click 'View Report'.
Action
Description
View Report
Levy
Certification
All General Fund
GF1: Enrollment and Staff Counts
GF2: Summary of General Fund
GF4: Revenues/Other Financing
GF8: Program Summaries
GF9: Program Summary by Object
GF9-XX: Program Matrices
Program: All
GF9-XXX-XX: Certificated Salary Exhibits
Program: All
GF9-XXX-XX: Classified Salary Exhibits
GF10: Object Summary
GF11: Activity Summary
GF13: Excess Levy Worksheet
GF14: Long-term Financing

2. To print the Certification page, click on the printer icon in the top left corner of the report viewer frame.

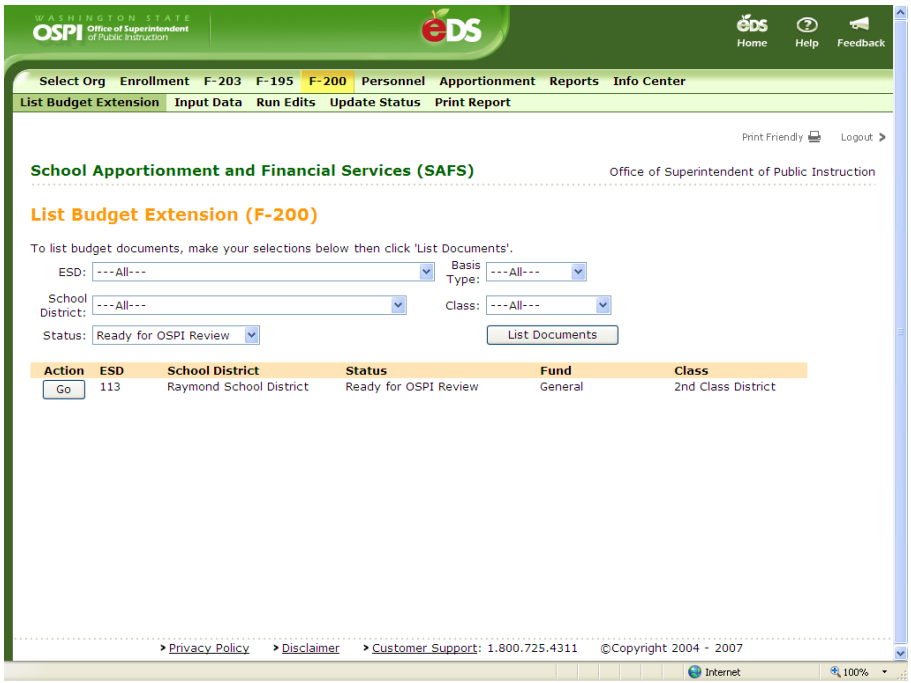

Select Org Enrollment F-203 F-195 F-200 Personnel Reports Info Center
Enter Levies List Budget View Data Run Edits Update Status Print Budget
Print Friendly Logout
School Apportionment and Financial Services (SAFS)
Educational Service District 113
Report
Back To Previous page
FY 2008-2009
Raymond School District No.116
REQUEST FOR BUDGET EXTENSION
Run: 5/13/2009 9:33:33 AM
TO: Office of Superintendent of Public Instruction
School Financial Services
On 05/13/2009, the Board of Directors of the Raymond School District No. 116, Pacific County, State of Washington, met and approved by a majority vote at a public meeting, notice of which was given in the manner provided by WAC 392-123-054, a resolution increasing the amount of the appropriation for FY 2009-2010.
(X) General Fund (1)
( ) ASB Fund (4)
( ) Debt Service Fund (3)
( ) Capital Projects Fund (2)
( ) Transportation Vehicle Fund (9)
From: $ 6,467,104
To: $ 6,467,104
The district hereby petitions the Office of Superintendent of Public Instruction to approve or file this budget extension as required by WAC 392-123-071 or WAC 392-123-072.
ATTEST:
(Secretary to the Board of Directors)
(Date)

Selecting an Extension (OSPI Users)

1. After the ESD user has set the status to 'Ready for OSPI review', OSPI users can review the extension. After logging in, click the F-200 tab in the top navigation bar. The first screen you will see is the List Budget Extension screen.

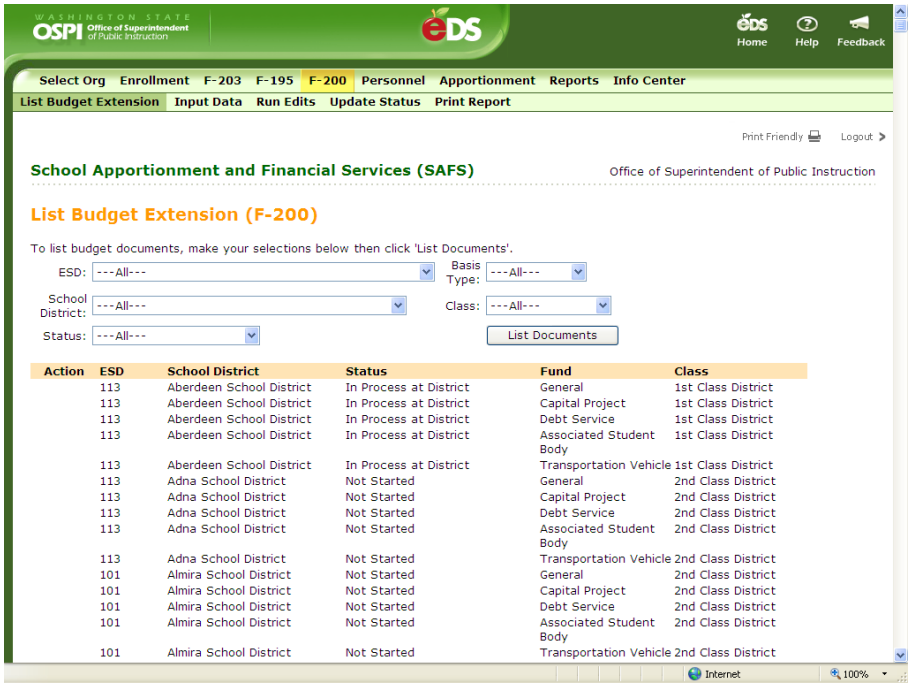


2. To see all extensions ready for OSPI review, select 'Ready for OSPI review' in the status dropdown and leave all other dropdowns as 'All'. Click List Documents. The districts with extensions in this status will display.



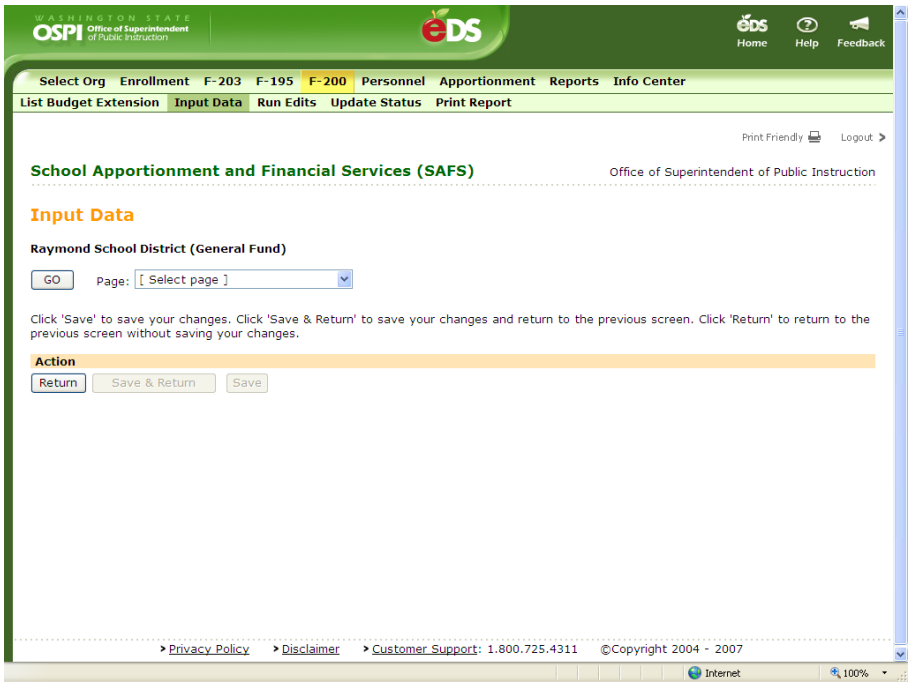
3. To see all extensions that have been started, leave the dropdowns as 'All' and click List Documents.

   Note: You will see a Go button next to an extension if the status is 'Ready for ESD review' or higher.


WASHINGTON STATE OSPI Office of Superintendent of Public Instruction
eDS
Home
Help
Feedback
Select Org
Enrollment
F-203
F-195
F-200
Personnel
Apportionment
Reports
Info Center
List Budget Extension
Input Data
Run Edits
Update Status
Print Report
Print Friendly
Logout
School Apportionment and Financial Services (SAFS)
Office of Superintendent of Public Instruction
List Budget Extension (F-200)
To list budget documents, make your selections below then click 'List Documents'.
ESD: ---All---
Basis Type: ---All---
School District: ---All---
Class: ---All---
Status: ---All---
List Documents
Action
ESD
School District
Status
Fund
Class
113 Aberdeen School District In Process at District General 1st Class District
113 Aberdeen School District In Process at District Capital Project 1st Class District
113 Aberdeen School District In Process at District Debt Service 1st Class District
113 Aberdeen School District In Process at District Associated Student Body 1st Class District
113 Aberdeen School District In Process at District Transportation Vehicle 1st Class District
113 Adna School District Not Started General 2nd Class District
113 Adna School District Not Started Capital Project 2nd Class District
113 Adna School District Not Started Debt Service 2nd Class District
113 Adna School District Not Started Associated Student Body 2nd Class District
113 Adna School District Not Started Transportation Vehicle 2nd Class District
101 Almira School District Not Started General 2nd Class District
101 Almira School District Not Started Capital Project 2nd Class District
101 Almira School District Not Started Debt Service 2nd Class District
101 Almira School District Not Started Associated Student Body 2nd Class District
101 Almira School District Not Started Transportation Vehicle 2nd Class District
Internet
100%

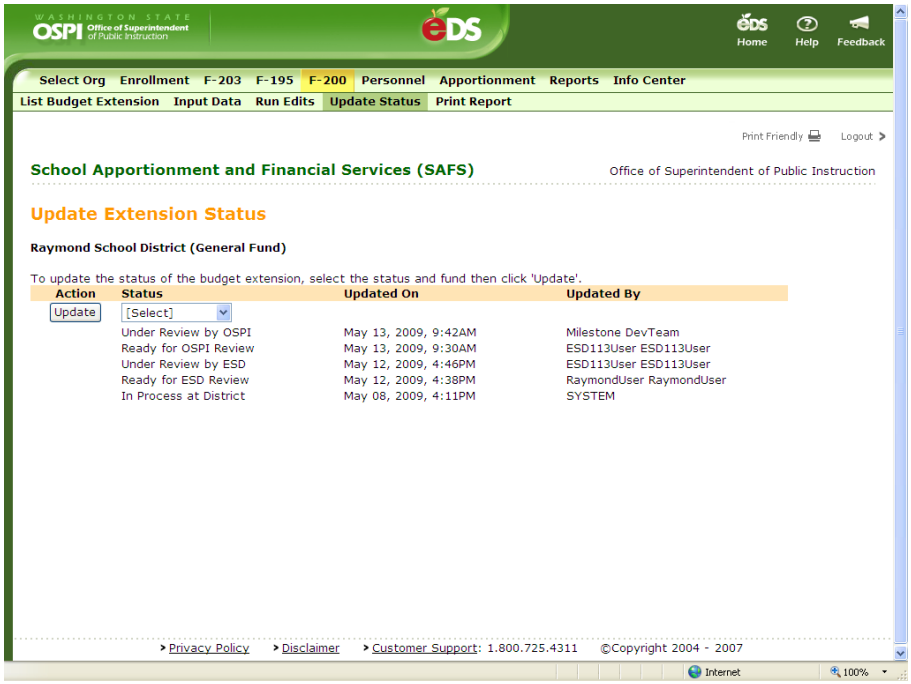
4. To go into a given extension, click the Go button for that district. You will be taken to the Input Data screen. You can review data, run edits, update the status and print the extension report.

   Note: When you go into a budget that is 'Ready for OSPI review', the status is changed automatically to 'Under review by OSPI'.



Updating the Status (OSPI Users)

1. After you have reviewed the extension and verified it is accurate, you are ready to update the status. Click the Update Status tab in the secondary navigation bar. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.



2. To update the status, select 'Filed/Approved' in the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information.

   Note: You can send the extension back to the ESD if changes are needed. To do so, select 'Return to ESD' in the status dropdown.